

# Quality Profile

Name of the Institution : St. Andrew's College of Arts, Science & Commerce

Place : Bandra (W), Mumbai, Maharashtra

Criterion	Criterion Score (C <sub>i</sub> )	Weightage (W <sub>i</sub> )	Criterion X Weightage (C <sub>i</sub> X W <sub>i</sub> )
I. Curricular Aspects	75	10	750
II. Teaching-learning and Evaluation	80	40	3200
III. Research, Consultancy and Extension	70	05	350
IV. Infrastructure and Learning Resources	85	15	1275
V. Student Support and Progression	75	10	750
VI. Organisation and Management	75	10	750
VII. Healthy Practices	80	10	800
		100	$\Sigma C_i W_i = 7875$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{7875}{100} = 78.75$$

*Anasud*  
Director

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I. Curricular Aspects	75	10	750
II. Teaching Learning and Evaluation	85	40	3400
III. Research, Consultancy and Extension	70	05	350
IV. Infrastructure and Learning Resources	65	15	1275
V. Student Support and Progression	75	10	750
VI. Organisation and Management	75	10	750
VII. Quality Practices	80	10	800
	100		5,675 = 56.75

$$\frac{\sum C_i W_i}{\sum W_i} = \frac{5675}{100} = 56.75$$

*Unshad*  
Director

EC/12/001





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

An Autonomous Institution of the University Grants Commission

# *Certificate of Accreditation*

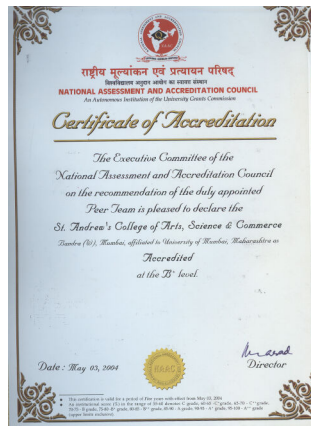
*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
St. Andrew's College of Arts, Science & Commerce  
Bandra (W), Mumbai, affiliated to University of Mumbai, Maharashtra as  
Accredited  
at the B<sup>+</sup> level.*

*Date : May 03, 2004*



*M. Masad*  
Director

- This certification is valid for a period of Five years with effect from May 03, 2004
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65 - C<sup>+</sup> grade, 65-70 - C<sup>++</sup> grade, 70-75 - B grade, 75-80 - B<sup>+</sup> grade, 80-85 - B<sup>++</sup> grade, 85-90 - A grade, 90-95 - A<sup>+</sup> grade, 95-100 - A<sup>++</sup> grade (upper limits exclusive).





***Peer Team Report on Institutional Accreditation of***  
**St. Andrew's College of Arts, Science and Commerce**  
**Bandra (W), Mumbai – 400 050.**

**6<sup>th</sup> and 7<sup>th</sup> February 2004**

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## **SECTION I: INTRODUCTION**

Inculcating integration across people and cultures in students has been a strong motivating force behind the founding of St. Andrew's College, Bandra, Mumbai in July 1983. Affiliated to the University of Mumbai, this grant-in-aid College which has received the recognition of the University Grants Commission (UGC) under 2 (f) and 12 B of the UGC Act in 2003, is located in a two acre campus in the urban suburb of the metropolitan city of Mumbai. The College offers six undergraduate programmes. With a staff strength of 23 teachers (Permanent 17, temporary 4 and part-time 2) and 27 non-teaching members, it has 2095 students including 1305 women students on its rolls in 2003-04. The unit cost of education in 2002-03 was Rs. 5541.36 for grant in aid courses.

On the College approaching the National Assessment and Accreditation Council (NAAC) Bangalore to be assessed and accredited and submitting its Self-Study Report, the NAAC constituted a Peer Team with Prof. K. Aludiapillai, former Vice Chancellor, Madurai Kamaraj University as Chairman, Prof. Maninder Singh, Professor of English, Khalsa College, Amritsar as Member and Prof. Y. M. Jayaraj, Professor of Microbiology, Gulbarga University and Special Officer, Office of the Commissioner for Collegiate Education, Government of Karnataka, Bangalore as Member. Coordinator to visit the College and validate the Self-Study Report following the procedure evolved by NAAC. Dr. Latha Pillai coordinated the visit at NAAC.

The Peer Team visited the College on 6<sup>th</sup> and 7<sup>th</sup> February, 2004 and held extensive discussions with the Principal, members of the Governing Body, faculty, non-teaching staff, students, parents and alumni. Based on the information contained in the Self-



Study Report, details gathered during the discussions and documents placed before them, the team furnishes the following criterion-wise report.

## SECTION II: CRITERION-WISE ANALYSIS

### Criterion I: Curricular Aspects

The undergraduate courses offered by the College include B.A., B. Com., B.M.M., B.M.S., B. Sc. (I.T.) and B.Com. (Accounts and Finance). There are 8 departments under three faculties. The Faculty of Arts has five Departments – English, Sociology, Economics, Psychology, History and English. The Faculty of Commerce has the Departments of Accounts and Commerce. The recently established IT Department manages B. Sc. (I.T.) course under Science Faculty. B.A. course offered at the Third Year level has two subject combinations – Psychology-Sociology / Psychology-History / History-Sociology / History-English and so on. The thrust in BMS & BMM is advertising.

The B.A. & B. Com. programmes are conducted on semester basis for first two years & the examinations are conducted by the College itself. But the final year is on annual basis with university examinations and the results are announced based on the performance of the final year only.

The B.M.S., B.M.M. and B. Sc. (I.T.) are offered under semester pattern. B.A. and B. Com. Courses are offered under grant-in-aid category while B.M.S., B.M.M., B.Com. (Accounting and Finance) and B. Sc. (I.T.) are offered under self-financing category. In fact all these courses have been introduced during the last 4 years, the latest being B. Sc. (I.T.) in 2001-02 & B. Com. (Accounting and Finance) in 2003-04.

To give an opportunity to students to examine basic values, which will help them to mould their character, a structured value education programme in three different modules is offered. At the first year level 'Personality Development', at the second year level 'Value Based Leadership' and at the third year level 'Education for Life' are

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covered with the help of experts and professionals. The Andrew Excellence Programme offers yet another opportunity to students to get sensitized in fields like Environment, Human Rights, Culture and Leadership.

The curricular offerings in the B.A programme give the students the option of a Double Major. The optional subjects viz. Sociology, Psychology, English, Economics and History expose the students to information related to the society and the issues facing it.

Under the B.Com. Degree Course, there are options in the two Applied Component papers. A student in the final year can take either Direct or Indirect Taxation or Marketing Research for one paper and for the second paper either Export Marketing or Computer Systems and Applications or Industrial Psychology.

The temporal plan of academic work is the semester system for a few courses and the annual system for the rest. The B. Sc. (I.T.) was introduced in 2001-02 and B. Com. (Accounts and Finance) in 2003-04. It takes nearly a year for introducing a new course. The curriculum is revised and updated by the University of Mumbai every 3-5 years. The teachers of the College attend the workshops related to the redesign of syllabus conducted by the University from time to time.

A feedback is obtained from the students, among other items, on academic environment. Through interaction with the Management, Principal and Staff, changes are introduced wherever possible in order to improve the system.

### **Criterion II: Teaching Learning and Evaluation**

Admissions to the B.A and B.Com courses are made on the basis of the academic record of students. Students of the junior college division of this College are given preference. For the other courses viz. B.M.S, B.M.M, B. Sc. (IT) and B.Com (Accounts and Finance) admissions are regulated through a combination of merit based entrance test and interview and counseling.



Student's progress is monitored through tests, discussions and preliminary examinations. The students are informed of the marks in the test and papers are retained by the Department itself.

Unitization of the syllabus and the teaching plan is furnished by each teacher to ensure coverage of all topics in the syllabus. Heads of Departments monitor the course work. The teachers supplement the lecture method by using OHP and TV and techniques such as group discussions, presentations, field trips and debates.

The College had 180 teaching days in each academic year and 230 working days.

Teachers have been recruited as per norms of the University and State Government regulations. The Management pays from its funds for the teachers appointed for self-financing courses. For all the self-financing courses – B.M.M., B.M.S. and B. Sc. (I.T.) a permanent teacher from one of the other Departments is put in charge as a coordinator & all the workload is managed by the guest faculty.

In the last two years 5 teachers participated in national level seminars/conferences and one teacher was a resource person. At the international level, two faculty members attended a seminar/conference – one as a participant and the other as a resource person. The success rate of the students is above University average. While most of the students get first classes in self-financing courses, only around 20% of the students of B. A. get first classes. There are no University toppers (first 15) during the last 5 years, except in B.M.M., wherein 9 students secured the University ranks.

To update the faculty in their respective areas of specialization, the teachers attend Workshops, Orientation Courses and Refresher Courses. During 2001-03, 13 teachers have attended such courses.

As many as 24 functional committees were formed during 2003-04 to take care of various items of activity ranging from admissions and discipline to career guidance and intercollegiate competitions. Practically all the teachers found place in one or more committees.

**Criterion III: Research, Consultancy and Extension**

Among the 17 permanent teachers, 2 have Ph. D and 6 have M. Phil degrees. One of the part time teachers holds a Ph.D. About 19 % of the teachers are engaged in active research. Faculty from English and Economics Departments have contributed articles, book reviews etc in national and international journals and also presented papers in seminars. A member of the Department of English has published a book. There are no on going research projects.

The College has an NSS unit with a volunteer strength of 50. Extension activities and outreach programmes are carried out by students under the guidance of staff members who were assigned these items of work.

Programmes for street children aimed at imparting knowledge while entertaining them were conducted by NSS volunteers. During the 10 day camp, the volunteers undertook literacy programmes, digging a channel for waste water, etc. In addition, AIDS awareness, environment awareness and health and hygiene awareness programmes were conducted.

Participation in extension activities sensitized students to the complex social issues and enabled them to learn the strategies to combat the ills of the community. A Gender Cell, to highlight the problems of girls through street plays and lectures, has been functioning since September 2002.

**Criterion IV: Infrastructure and Learning Resources**

The College has a 4 storey building consisting of 31 classrooms to accommodate all sections in the courses conducted in the campus, apart from an Auditorium, Library Hall, Seminar Hall, Staff Room, Office, Gymkhana Hall and so on. The library has a collection of around 10000 books and 4000 titles. The library needs to be automated. At present only one book is lent to a student at a time. An audio-visual room with necessary equipment is available for conducting seminars. Common rooms for boys



and girls have been provided. The College has a computer laboratory consisting of 58 computers. It has internet facility. It mainly caters to the needs of B.Sc. (I.T.)/B.M.M./B.M.S. This laboratory can also be made use of to provide computer literacy to staff and students of B.A. and B. Com.

All the classrooms are spacious, bright, well ventilated and adequately furnished. In the last three years, 18 classrooms were added to augment the facilities in the context of the new courses opened. The infrastructure is maintained with funds provided for the purpose by the Government and the Management. The facilities are optimally used. Sister institutions under the same Management make use of the facilities. The College is run on shift basis. The Senior College uses the facilities in the morning session from 7:30-12:30, while the Junior College uses them in the afternoon.

The College has well laid out volley ball, basketball and throw ball courts. The hockey ground located adjacent to the High School run by the same Management is also used by the students of this College.

The College has a state-of-the-art auditorium with a capacity of 800 for conducting cultural, meetings, seminars, etc. This air-conditioned auditorium is also made available for the local community for conferences, functions, etc.

The College has a website for wider consultation.

#### **Criterion V: Student Support and Progression**

The College has a number of support services to enable students excel in various spheres. A career cell forum called Andrean Career Edge has been set up recently to create awareness among students on career options, motivate them to take up higher studies, guide them in taking the entrance examinations and give them exposure to participation in group discussions and facing interviews through simulated exercises.



To provide students with a platform to express themselves freely and also to enable them to develop their public speaking skills, the association 'Encounter' has been set up recently.

Over 100 students were in receipt of various forms of financial assistance during 2002-03. In addition, freeships were provided to poor students from other funds. Textbooks were loaned under Book Bank Scheme in a limited way.

The Prospectus of the College is published annually. All information relating to admission procedure, courses offered, fee structure, rules of discipline, refund procedure, etc. is furnished therein.

Teachers of the Department of Psychology have been offering counselling services as and when required. The Andrew Counseling Center, functioning since 2000, has been actively assisting the students through a trained counsellor.

About 140 students got placed in the private sector as a result of the efforts of placement service.

The alumni and parents meet informally. There is a need to institutionalize Alumni Association and Parent-Teacher Association.

Activities like indoor games, student magazine, outdoor games, cultural programmes, debates, etc. enable the students spend their leisure in a relaxed and useful manner. The students of the College have represented the parent University in Hockey and Football. A student has excelled in athletics at State and National Level. The students are assisted by the Physical Director of the Junior College. Outstanding sports persons are given pocket money, concession in attendance and fee concession, apart from prizes and track suit.

Feed back is collected from students on academic activities.

The College lays stress on discipline and regular attendance. Decent dress code has been formulated.

#### **Criterion VI: Organization and Management**

The College is a minority institution, run by a registered trust/society called St. Andrew's Society for Education and Research. The College has a Local Executive Body as per the University rules. The Management is progressive in their outlook.

A number of committees, with specific tasks to perform, take the load off the shoulders of the Principal to a considerable extent in the running of the College. The committees report to the Principal. The internal coordination and monitoring is effective and efficient.

The work of the non-teaching staff is monitored by the Principal and the Office Superintendent. All the office staff was exposed to a computer literacy programme.

The College charges the tuition and other fees as approved by the authorities for grant-in-aid courses. During 2002-03, the College incurred a total expenditure of Rs. 106 lakhs. There is a deficit in the budget. A sum of Rs. 50 lakhs was generated through self-financing courses and donations received amounted to Rs. 7.40 lakhs during 2002-03.

The tuition fees have been revised upward steadily from 2001-02 onwards. An internal audit mechanism is in place. There is an informal grievance redressal facility. The College assists the staff to take loans from banks.

#### **Criterion VII: Healthy Practices:**

The College has been following certain practices to ensure quality education through an appropriate Academic ambience. They are as follows:

- A clean and neat campus.
- Four self-financing programmes have been started during the last 4 years.
- Comprehensive value education programme is offered during each academic year of the three year UG course.
- Outreach programmes and lectures by specialists to sensitize students about the issues rocking the society.
- Special activities like Inter-religious Dialogues, Encounter, etc. help students speak out and in the process learn.
- Integration of curricular, co-curricular and extra-curricular activities to impart various skills and awaken social consciousness among the students.
- Accessibility of Management to staff and students.
- Decent dress code being observed.
- Prompt payment of salaries and Management share of Provident Fund.

### SECTION III: OVERALL ANALYSIS AND SUGGESTIONS

St. Andrew's College catering to the needs of poor and middle class, has the goal of tapping the potential in every person and ensuring a holistic development of the students. The strategies adopted, apart from what is garnered through the curriculum of the University, clearly indicate that value addition can be seen in the products of this College. The atmosphere for all round growth is clearly visible. Notwithstanding the constraints faced by colleges under the affiliating system and the grant-in-aid mode, the College has been alive to market needs and responded to the requirements of the society by opening new career oriented courses and offering additional opportunity programmes.


While expressing its appreciation of the multipronged efforts of the College to offer sound and fulfilling education to its students, the Peer Team wishes to place the following suggestions for the growth of the College.

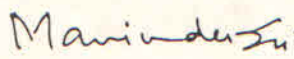


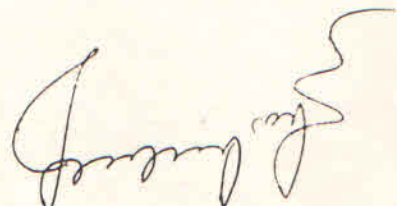
- Preparation of a Master Plan for the next 10 to 15 years keeping in view the Silver Jubilee celebrations due in 2008.
- Availing of assistance of UGC in opening vocational subjects, for infrastructure, library, book bank and research projects, as the College has been recognized under 2 (f) and 12 B of the UGC Act.
- ✓ Automation of library facilities may be undertaken along with inter-library borrowing from the British Council, National Laboratories and research institutions. Each student may be given at least 3 books of library to be retained at least for a week to facilitate students doing project work.
- To seek autonomy in due course.
- Apply for minor research projects from the UGC and other agencies. The teacher may be encouraged to pursue M. Phil. / Ph. D. by granting study leave.
- ✓ Offer remedial courses on a regular footing by availing financial assistance from UGC / Government.
- Utilise the computer facilities to develop teaching packages/software in due course.
- Taking advantage of urban location, explore possibilities of taking up consultancy.
- Welfare measures for staff like mediclaim insurance, group insurance, etc. and insurance of all students covering accidents, etc.
- MOU with industries, research organizations, etc. for the benefit of students and faculty.
- The students of B. A. may be provided with facilities like computer courses, single major system, field trips and seminars.
- Guardian and mentorship may be introduced to attend to the problems of individual students.
- Grievance Redressal mechanism to be formalized.
- Enrichment / value add-on certificate courses along with degree programmes may be started.
- Minimum number of core / regular staff may be appointed to run self-financing courses.
- Commerce, Psychology and English Departments may be provided with Commerce / Psychology / Language Laboratories.

- Placement and Career Guidance Cell be institutionalized.
- Create a central computer facility and encourage all staff and students to become computer savvy using the facility on nominal payment.
- Interdisciplinary approach in project work, research work and extension activities needs to be initiated.
- A Health Centre with regular medical check up may be established.
- Documentation of academic activities may be streamlined.

The Peer Team is happy to commend the meticulous care with which the Self-Study Report has been prepared. The cooperation extended by the Management, the Principal, teachers, non-teaching staff, students, parents and alumni is particularly appreciated.

  
(Prof. K. Aludiapillai)  
7.2.2004  
Chair Person

---  
  
(Prof. Maninder Singh)  
Member

  
(Prof. Y. M. Jayaraj)  
Member Coordinator

I have read the report and accept the same.

Date: 7<sup>th</sup> February, 2004

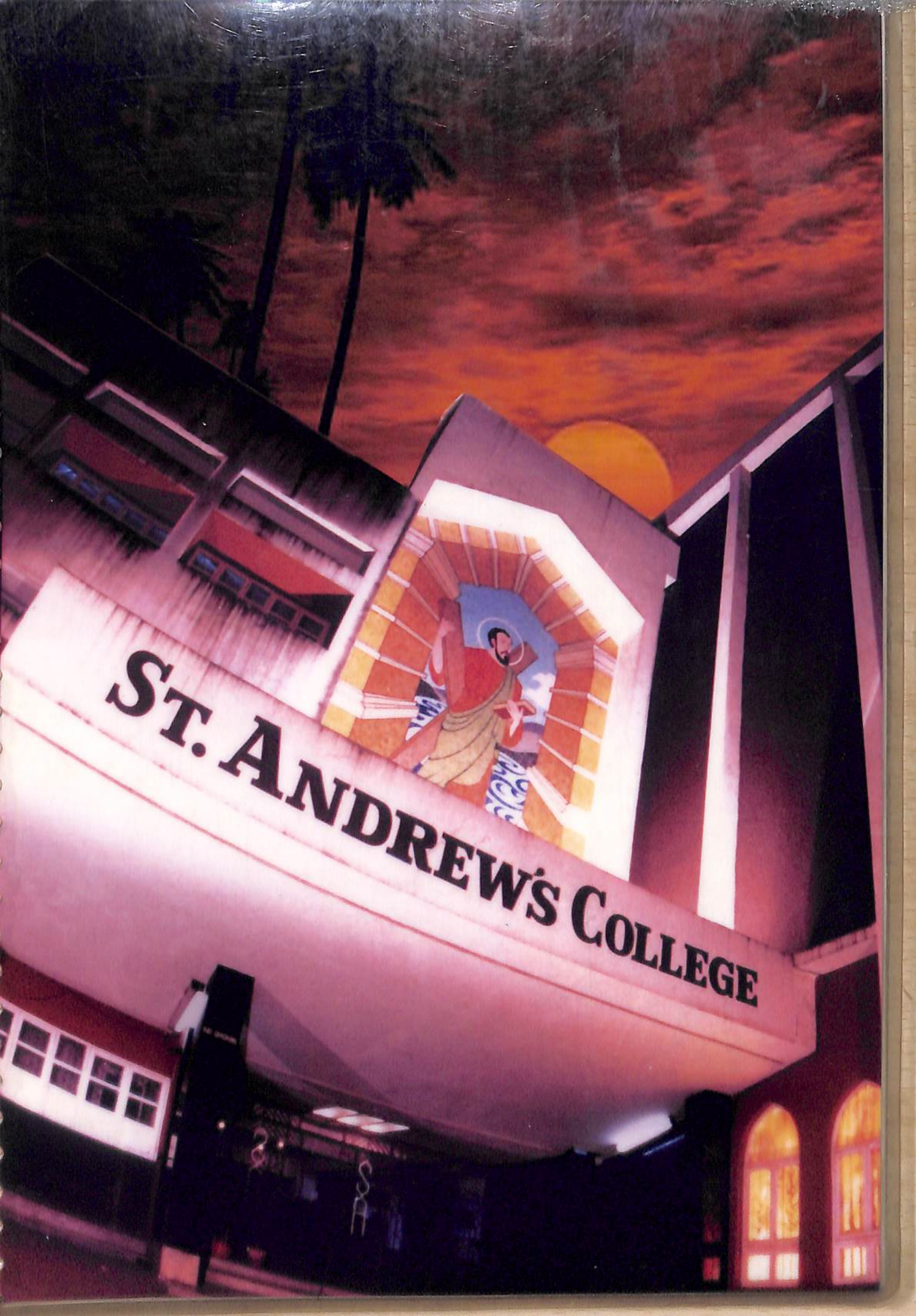
Place: Bandra, Mumbai.



  
Prof. A. D. Mascarenhas  
Principal

St. Andrew's College  
PRINCIPAL,  
ST. ANDREW'S COLLEGE  
ARTS, SCIENCE & COMMERCE  
ST. DOMINIC ROAD BANDRA  
MUMBAI-400 050





**ST. ANDREW'S COLLEGE**

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# ST. ANDREW'S COLLEGE

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## VISION STATEMENT

St. Andrew's College, affiliated to Mumbai University, promotes the ideal of a united and secular nation based on democratic principles that are oriented towards establishing a humane, caring society. The College is committed to fostering an attitude of sensitivity to others founded on the love of God as exemplified in the persona of Jesus Christ and in the practices of Mahatma Gandhi, amongst others. To these ends, the College will keep alive the constitutional principles of freedom and unity and use all means available to inculcate integration across peoples and cultures in students.

St. Andrew's College is deeply conscious of the objective of egalitarianism. It will continuously strive to conscientise students to the reality of the poor and the marginalized. The motto of the College is "*Enlighten the Darkness*". The reference is to a movement towards the light of social and spiritual integration.

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## GOALS AND OBJECTIVES

1. The objective of St. Andrew's College is delivery of instruction in various disciplines. The level of rigour expected of students grows continuously and the faculty are aware of their responsibilities. Accordingly, the *fulfillment* of this agenda includes –
  - a) An exposure to how the subjects are evolving. As research at the frontiers of the sciences proceeds at a furious pace, aided by advances in investigative technologies, discoveries are unmade as quickly as they are made. The teachers of St. Andrew's College attempt to impart a feel for this excitement. For this purpose, they constantly upgrade their skills through channels like refresher courses as well as work on research projects.
  - b) A firm belief that there is no unique path to the truth. There is more than one way to approach a subject and the young minds in the care of the faculty are exposed to them.
  - c) A strong developmental focus. One outcome of the information revolution is that there is a tendency to import uncritically. Many of the models developed elsewhere might not be applicable to India or might have to be adapted to suit the peculiarities of domestic conditions. Teachers must grow in self-confidence and their ability to discriminate.
  - d) The mandate that students make discoveries for themselves. The seminar approach is consciously cultivated.
2. While the energy in the college is generated by academics, St. Andrew's offers a richer experience to students, particularly those belonging to the poor and middle class. The goal is to tap the potential in every person. To that end,
  - a) While individual excellence is the prime goal, the sense of community is fostered. Thus, value-based education remains the basis on which the goals and objectives of the college are built. On this foundation, it is believed, students will grow into complete human beings ready to take their places in society.
  - b) Alongside the academic menu, a wide array of extra-curricular activities is on offer. The facilities are enthusiastically used and thereby contribute to the physical and psycho-sociological growth and development of the students of St. Andrew's College.
  - c) Discipline is a part and parcel of a civilized society. Such discipline has to be cultivated and has to remain as an inbuilt character of an individual. We strive to promote this in our students.



## A BRIEF OVERVIEW OF THE COLLEGE

St Andrew's College, a fledgling amongst the giants in the legion of colleges affiliated to Mumbai University, has in its short tenure from 1983 emerged as an institution, which, in its holistic method of imparting education has followed the oft repeated prayer, **'Lead me from darkness to light, from untruth and illusion to truth and reality'**.

On November 10, 1979 Archbishop Simon Pimenta, called for a meeting of educationists and discussed the necessity of starting a Catholic college in the suburbs which would provide all the three faculties leading to a graduate degree. Bandra, the queen of suburbs, was chosen as the venue for the new college, as it had a large catholic population, and more importantly, a plot of land belonging to St. Andrew's Parish which could be used for this purpose.

The Nobel Laureate, Blessed Mother Teresa, unveiled a plaque on January 1, 1981 to inaugurate the project of building this new college named St. Andrew's College of Arts, Science and Commerce. On July 9, 1983 Archbishop Simon Pimenta inaugurated the college which was housed in the premises of St. Andrew's High School and Junior College.

*Monsignor Nereus Rodrigues, the Acting Principal (1983-1984)*, with limited resources at his disposal, saw to it that there was no compromise on the quality of education being imparted. Thereafter, he continues to guide the institution in his capacity as Rector and Managing Trustee.

*Mrs. Marie Correa*, the first Principal of the college in her brief span of two years (1984-1986) increased the strength of the arts and commerce faculty and gave a fillip to co-curricular and extra curricular activities. The Andrean Social Service League introduced in 1984 was revived as the N.S.S. in 1985. In-house competitions like the music talent contest, the interclass debate and elocution competitions were started. The Students' Council launched a forum to redress the grievances of the students and to put forth their opinions and suggestions; a news letter titled SCAN was introduced. Two of our students presented a paper at a seminar on Mental Health at Pune. In the sports arena for the first time four of our students were selected to represent Bombay University at various inter-university sports events.

To foster a quest for truth, to rise above parochial prejudices, to develop social awareness, to strengthen character, and to fight against injustice, were values and attitudes which the new Principal *Sr. Terezinha Mathias (1986-1988)*, wanted to develop in our students. St Andrew's thus began with its Value Education Programme. November 30, 1986, saw the official inauguration of the New College Building. Our students grew in stature and began to make their presence felt in inter collegiate events, winning the overall trophy at Malhar and lifting the inter collegiate Hockey Trophy for the third consecutive year. In a globalised world, students have to find their way through a maze, and to prepare them for the working world, an inter class quiz and debate were introduced in 1987-1988. To sensitize our students to the needs of the rural communities,



the N.S.S. unit of our college conducted its first rural camp helping villagers to build a mud road. India has a rich religious diversity and our students were exposed to it, with an Inter-Faith Meeting conducted by our Staff members.

*Dr. Sr. Annette Thottakara (1988-1990)*, was instrumental in hosting our own inter collegiate events - the intercollegiate Quiz and Debate. The Teaching Staff unanimously agreed that Academic Excellence would be the main thrust of the college, especially after the new library was built with the generous help of Mr. Beant Singh. The College Chapel alongside the library was blessed soon afterwards. The Students' Council organized The Andrean Allure a three-day fundraiser for the welfare activities of the students and followed that with a Valedictory Day - an open forum for office bearers of the council to be accountable to their peers. Five years down the road, the ex-students decided to meet informally to extend their support to the college.

A new Principal, *Mrs. Lilla D'Souza (1990-1994)* and the inauguration of common rooms for the boys and girls marked the beginnings of the academic year 1990-1991. The Women's Cell and a Book Bank were started. Sports and academics vied for first place with the Rink Hockey Tournament being started on our own grounds and two of our students securing ranks at the University Examination in Urban and Industrial Sociology and in the Economics - History combination respectively. A decade of St. Andrew's was celebrated with the Andrean-Nite for ex-students. Our musical talent was well established with our students securing the first place at the All India Inter-University Western Music Talent Contest. Elocution Competitions, both in-house and inter-collegiate, were introduced.

*Mrs. Priscilla Fernandes (1994-1996)*, the new Principal, brought the Junior and Senior sections of the College together in a combined celebration of Deshi Day. The ex-students and the current students got together for the first time at St. Andrew's Grounds for a dinner-cum dance.

*Mr. A. D. Mascarenhas*, the current Principal, was appointed in 1996. His vision of sustainable development saw fructification in the Environment Week held in September 1996. Music, not to be left behind in our calendar of inter-collegiate events, saw the introduction of the Inter College Western Music Talent Contest later renamed In Tune - The Andrean Fest. The Inter College Hockey Challenge Cup soon followed. A Basketball court for the students added to the existing recreational facilities. Once again our students did us proud, winning the Hughlings Award & the Savatri Bai Award for securing the first rank at the University in the double major of English and Psychology. The Literary Association celebrated fifty years of India's independence by hosting a "Literary Week". Just as micro systems everywhere are merged into a mega system, the official amalgamation of the Junior and the Degree college took place. We were granted Permanent Affiliation status in 1997. The career destination of students in a liberalized economy is continuously shifting as new problems emerge and we, the teachers as a responsible academic community, must keep pace with these changes and advances. St Andrew's Institute of Information Technology (A.I.I.T.) was thus set up. The college accepted the challenge of offering the students new courses which would widen the opportunities available to them and thus the B.M.S., B.M.M., B.Sc(IT), and the B.Com(A&F) were introduced in 1999, 2000, 2001 and 2003 respectively. The diffusion



We, at St. Andrew's, have a dedicated *Staff* with a high degree of *professionalism and commitment*. Programmes introduced have always been tailored to circumstances. A *learner-centered approach* is being evolved, so that the students who leave our portals are not a motley group, but are sensitized responsible individuals who will live up to the college motto "*Enlighten the Darkness*".

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## Part – I

### Format for Self-study

#### 1. Profile of the College

1. Name and address of the college:  
*St. Andrew's College of Arts, Science & Commerce*  
*St. Dominic Road,*  
*Bandra (W), Mumbai 400 050.*

2. For communication:  
 Office:

Name	Area/ STD code	Tel. No.	Ext. No.
Principal: <i>Mr. A.D. Mascarenhas</i>	022	26401657 26428684	32
Vice-Principal: <i>Not appointed</i>			
Steering Committee Co-ordinator: <i>Dr. G. Tavares</i>	022	26401657 26428684	

Fax: 26556006

e-mail: *st-andrewscollege@yahoo.com*

Residence:

Name	Area/ STD code	Tel. No.
Principal: <i>St. Andrew's College Campus,</i> <i>St. Dominic Road, Bandra(W),</i> <i>Mumbai 400 050.</i>	022	26414402
Vice-Principal: -		
Steering Committee Co-ordinator: <i>17, Hind Mansion Coop Hsg. Soc.</i> <i>S.T. Road, Mahim, Mumbai 400 016</i>	022	24378756

Fax: -

e-mail: - Principal: *ediedna@vsnl.net*  
                   *Dr. G. Tavares: graciella@vsnl.net*

3. What are the goals and objectives of the institution and where are they stated?  
*The goals & objectives of the institution have been mentioned earlier. Our mission, goal and objectives are also stated in our prospectus (Refer Appendix 1).*

4. What major considerations (that is education; training; employment; access; equal opportunities) are addressed by the goals and objectives?

*Education – The faculties of St. Andrew's College being Arts, Science and Commerce, the orientation of the instruction imparted naturally tends towards liberalism and flexibility. The teaching staff is encouraged to attend seminars and workshops and they constantly update themselves with new developments in theories.*

*Training and Employment – The style of teaching and learning is not abstract and the faculty is conscious of the fact that a majority of their students will be entering the labour market on graduation. Accordingly, all courses are motivated by illustrations provided in the market place. Our Career Guidance Cell is active in accessing job opportunities for our students. Computer training is provided specially to the disadvantaged section of the student community.*

*Equal opportunities – St. Andrew's college with the proviso of being a Catholic institution, provides equal opportunity to all applicants. The College is biased strongly in favour of economically as well as otherwise disadvantaged candidates.*

5. Financial category of the college:  
Grant-in-aid ☒ Self-financing ☒ Government funded ☐

6. Type of College:  
Affiliated ☒ Constituent ☐

7. Date of establishment of the college: Month & Year : 06-1983  
mm-yyyy

8. Dates of UGC recognition:

	Month & Year (mm-yyyy)
i. Under 2f	09-2003
ii. Under 12B	09-2003

9. Does the University Act provide for autonomy?  
Yes ☒ No ☐

If yes, has the college applied for autonomy?

*No, but we are awaiting the changes in rules of autonomy to be introduced by the Government of Maharashtra.*



10. Campus in acres: Two acres

11. Location of the college:

Urban ☒ Semi-urban ☐ Rural ☐

Tribal ☐ Any other (specify) ☐

12. Current number of academic programmes offered in the college under the following categories: (Enclose the list of academic programmes offered)

<i>Programmes</i>	<i>Number</i>
UG	06
PG	-
Certificate Course	01
Diploma	05
PG Diploma	-
M.Phil.	-
Ph.D	-
Any other (specify)	-
Total	12

1. *Diploma in Software Programming*
2. *Diploma in Hardware & Networking*
3. *Diploma in Web Designing*
4. *Diploma in Office Automation*
5. *Diploma in Hotel Management*
6. *Certificate Course in Stewardship.*

12. b) List the departments in the College: Faculty-wise :

Faculty of Science
Departments: <i>Information Technology (started in 2001-2002)</i>
Faculty of Arts
Departments: <i>English, Economics, Sociology, Psychology, History, B.M.M.</i>
Faculty of Commerce
Departments: <i>Accounts, Commerce, Business Economics, B.M.S., and B.Com. (Accounts &amp; Finance)(started in 2003-2004)</i>

13. Give details of the self-financing courses offered by the institution.

Programme	Level of Study	Cut off marks at entry level in %	Student Strength
B.M.S.	Graduate	47.83	224
B.M.M.	Graduate	50.83	153
B.Sc.IT	Graduate	46.67	91
B.Com.(A&F)(2003-04)	Graduate	53.67	21

14. State the norms and procedures for recruitment of teaching and non-teaching staff of the college. (Details may be enclosed)

*Teachers are recruited through advertisements in the newspapers (Indian Express and its sister publications including the vernacular press) and the interview of eligible candidates by a Committee constituted according to University norms is held thereafter. This Committee comprises a Management nominee, the Principal, two subject experts and Head of Department/Sr. Teacher.*

*The advertising norms remain the same for the non-teaching staff. There is currently a ban on recruitment by the government. However, the College management has recruited additional non-teaching staff to ensure the smooth functioning of the College. The salaries of Staff so recruited, are met from management funds.*

15. Number of permanent and temporary members of the teaching staff at present:

	Female	Male	Total
<b>Permanent Teachers (Total)</b>	14	03*	17
No. of teachers with Ph.D as the highest qualification	02		02
No. of teachers with M.Phil as the highest qualification	06	-	06
No. of teachers with PG as the highest qualification	06	03	09
<b>Temporary Teachers (Total)</b>	02	02	04
No. of teachers with Ph.D as the highest qualification			
No. of teachers with M.Phil as the highest qualification			
No. of teachers with PG as the highest qualification	02	02	04
<b>Part-time Teachers (Total) (9-12 hrs per week)</b>	01	01	02
Part time teachers with Ph.D as the highest qualification	01		01
Part time teachers with M.Phil as the highest qualification			
Part time teachers with PG as the highest qualification		01	01

*\* includes the Principal of the College*

*The staff for the self-financing courses is listed along with the report for each of the courses offered, i.e. B.M.S. and B.M.M.*

16. Number of members of the non-teaching staff of the college at present:

	Female	Male	Total
Administrative Staff : Office	06	05	11
General	03	12	15
Technical Staff:	-	01	01

17. Number of students enrolled in the college for the current academic year according to regions and countries:

Student Enrolment	UG			PG			M.Phil			Ph.D.			Diploma/Certificate			Self-financing		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
No. of students from the same State where the College is located	571	1052	1623													150	227	377
No. of students From other States																69	22	91*
No. of NRI students																		
No. of overseas Students	-	04	04													-	01	01

\* B.Sc. (Information Technology)

18. Details of the last two batches of students:

	Batch 1			Batch 2		
	Year of Entry 1999-2000			Year of entry 2000-2001		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year) (B.A. & B.Com.)	607	-	607	617	-	617
Drop-outs - within four months of joining - afterwards	-	-	-	-	-	-
Appeared for the final year exam	521	-	521	502	-	502
Passed in the final exam	499	-	499	467	-	467
Passed in first class	201	-	201	200	-	200
Rank, if any	-	-	-	-	-	-

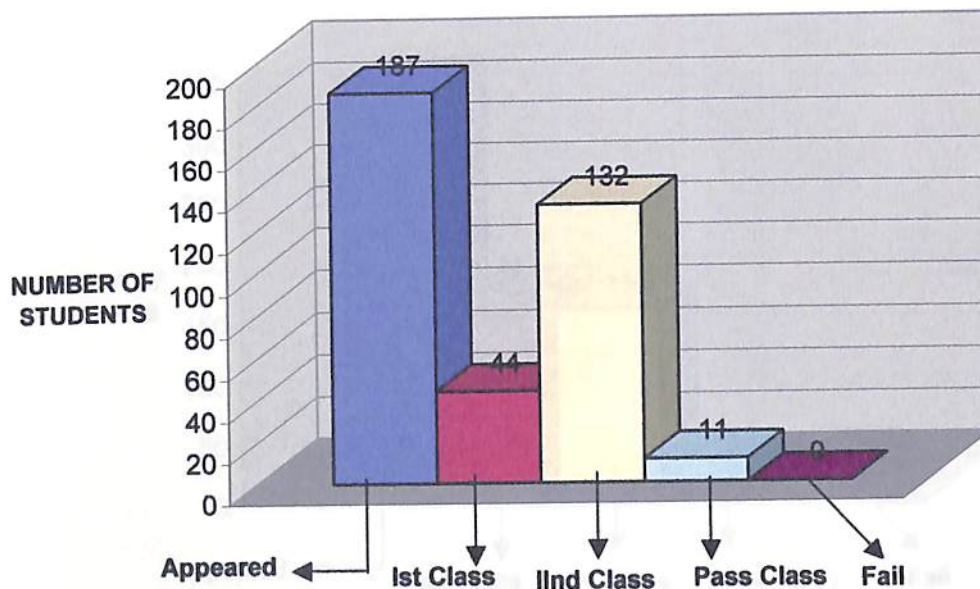
Charts follow ----



### EXAMINATION RESULTS AT A GLANCE (April - May) 2001-2002

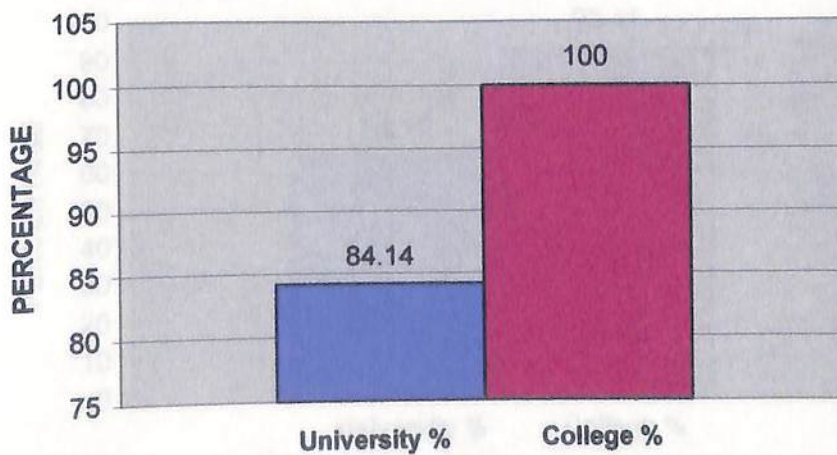
APPEARED	Ist Class	IInd Class	Pass Class	Fail
187	44	132	11	0

### EXAMINATION RESULT T.Y.B.A (2001-2002)



University %	College %
84.14	100

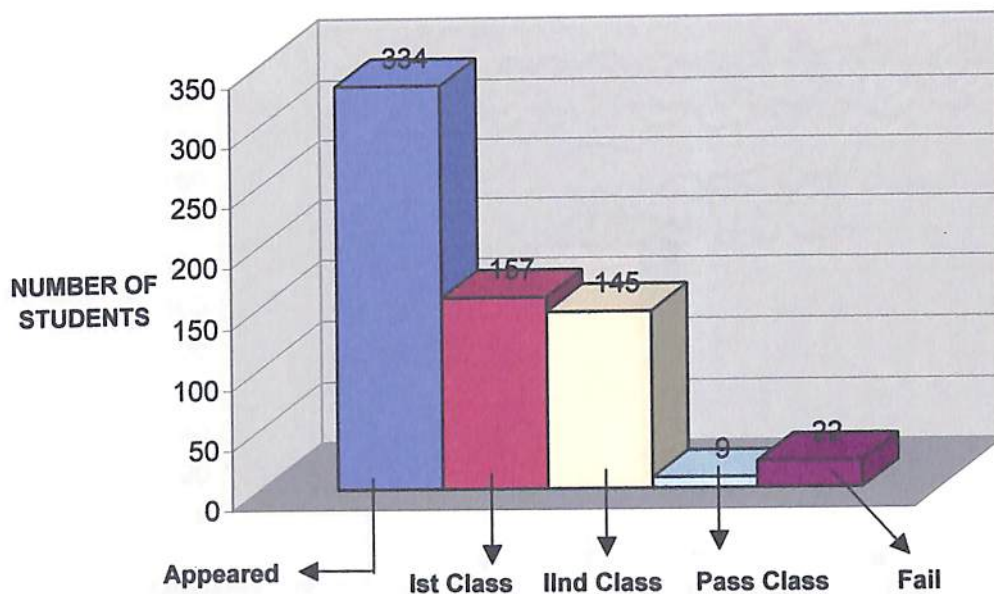
### COMPARISON OF PERFORMANCE T.Y.B.A (2001-2002)



# **EXAMINATION RESULTS AT A GLANCE (April - May) 2001-2002**

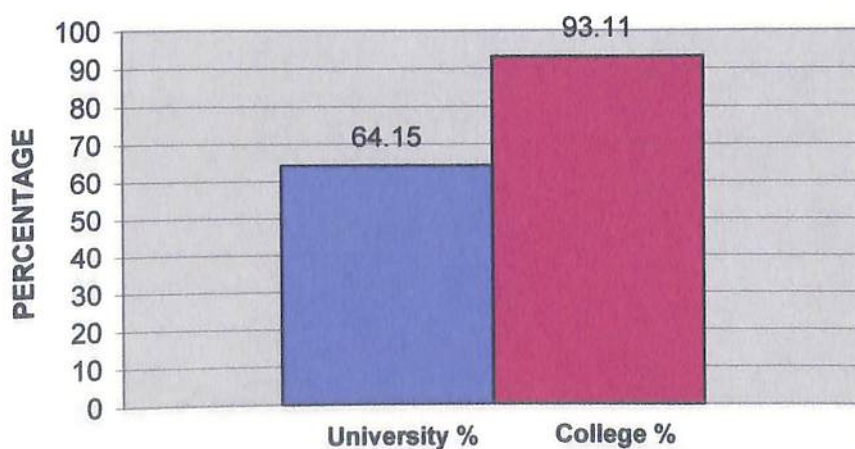
APPEARED	Ist Class	IInd Class	Pass Class	Fail
334	157	145	9	22

## **EXAMINATION RESULT T.Y.B.COM (2001-2002)**



University %	College %
64.15	93.11

## **COMPARISON OF PERFORMANCE T.Y.B.COM (2001-2002)**

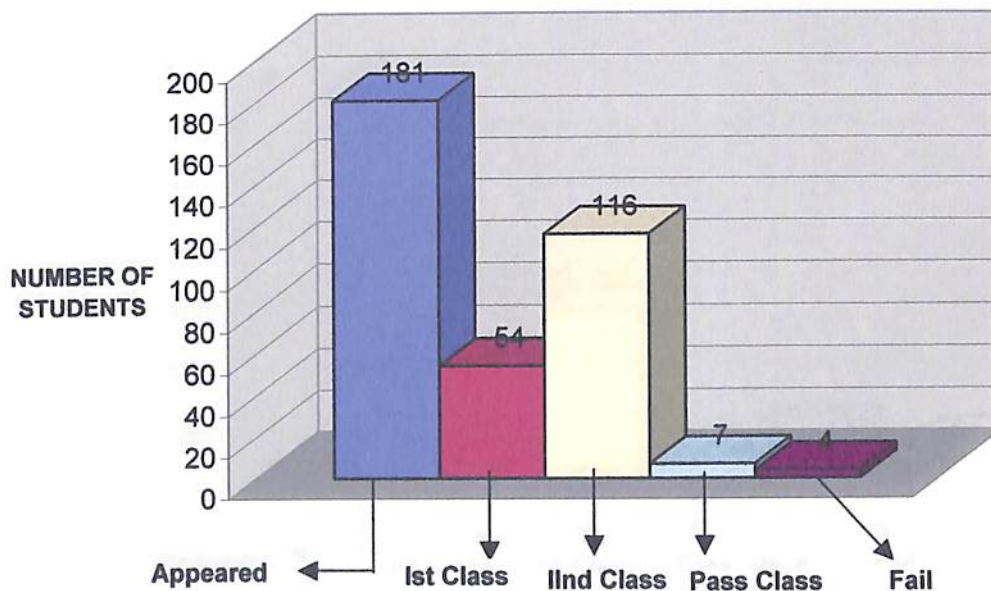




### EXAMINATION RESULTS AT A GLANCE (April - May) 2002-2003

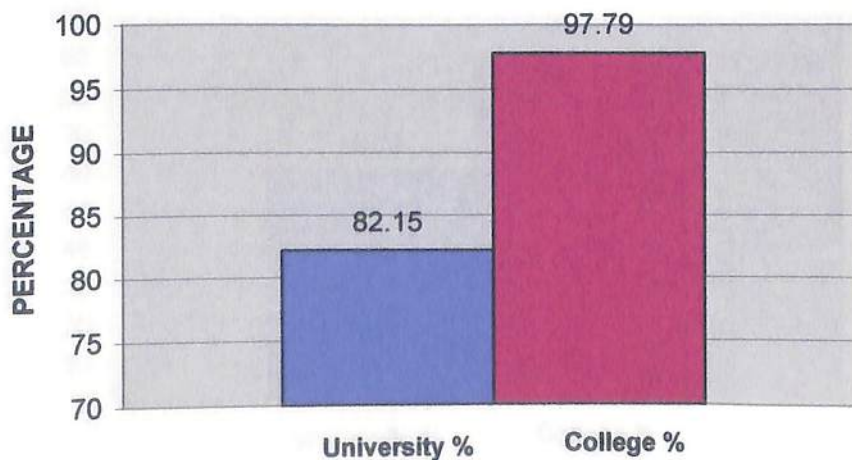
APPEARED	Ist Class	IInd Class	Pass Class	Fail
181	54	116	7	4

### EXAMINATION RESULT T.Y.B.A (2002-2003)



University %	College %
82.15	97.79

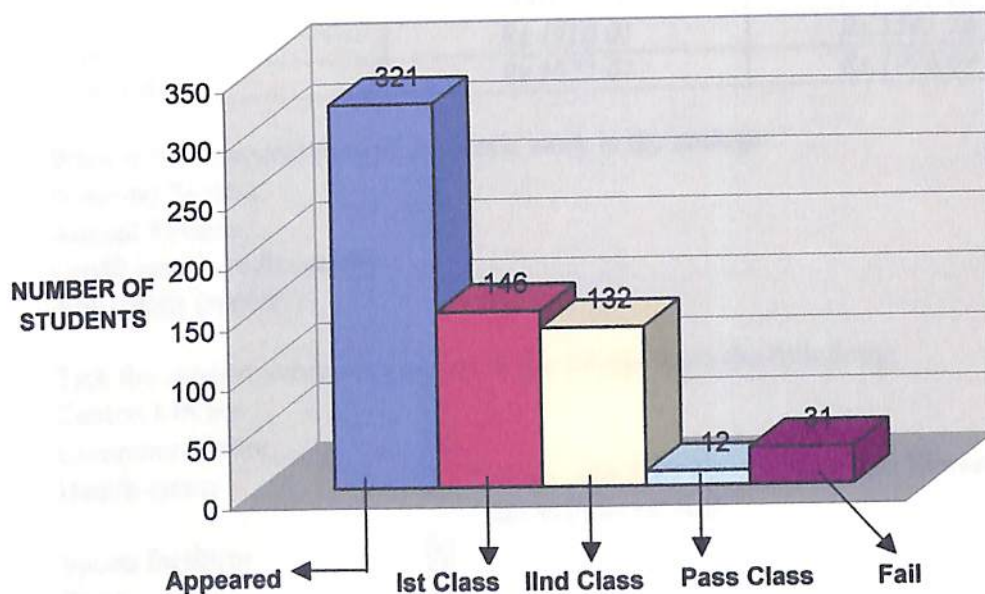
### COMPARISON OF PERFORMANCE T.Y.B.A (2002-2003)



# **EXAMINATION RESULTS AT A GLANCE (April - May) 2002-2003**

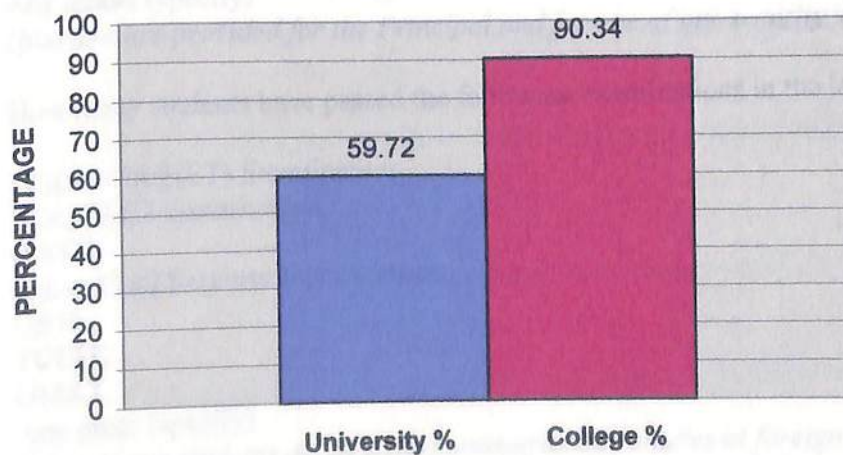
Appeared	1st Class	2nd Class	Pass Class	Fail
321	146	132	12	31

## **EXAMINATION RESULT T.Y.B.COM (2002-2003)**



University %	College %
59.72	90.34

## **COMPARISON OF PERFORMANCE T.Y.B.COM (2002-2003)**





19. Give a copy of the last annual budget of the college with details of plan and non-plan revenue / expenditure. (Attach separately).  
*Refer Appendix 2A and 2B.*

20. What is the institution's "unit cost" of education? [unit cost = total annual expenditure budget (actuals) divided by the number of students enrolled] unit cost calculated excluding salary component may also be given.

	2001-2002	2002-2003
Salary	Rs. 4910.01	Rs. 5541.36
Non-salary	Rs. 1027.01	Rs. 1076.09

21. What is the temporal plan of academic work in the college:

Semester System ☒  
 Annual System ☒  
 Credit based credit system ☐  
 Any others (specify) ☐

22. Tick the support services available in the college from the following:

Central Library ☒  
 Computer Centre ☒  
 Health center ☒ \* tie up with Holy Family Hospital. The college has doctors on call.  
 Sports facilities ☒  
 Press ☐  
 Workshop ☐  
 Hostels ☐  
 Guest House ☐  
 Housing ☐  
 Canteen ☒  
 Grievance redressal cell ☒ # started in June 2003  
 Non-resident center ☐  
 Any others (specify) ☐  
*Quarters are provided for the Principal and for one of our security staff.*

23. How many students have passed the following examinations in the last five years?

UGC-CSIR(NET) Examination  
 UGC-SLET Examination  
 GATE  
 Indian Civil Services Examinations  
 GRE  
 TOEFL  
 GMAT  
 Any other (specify)  
*A few of our students do undertake post-graduate studies at foreign universities..*

24. How many students UGC-CSIR / GATE qualified candidates have registered for research in the college?  
*Not applicable.*

25. Furnish the following details (in figures) for the last three years:

	2000-2001	2001-2002	2002-2003
Working days of the college	228	227	230
Working days of the library	282	280	262 (20 days closed for stock taking)
Teaching days of the college	180	180	180
Books in the library	9645	10155	12086
Journals / Periodicals subscribed by the library:			
National:	13	14	16
International:	2	2	2
Computers in the college	06	26	46
Research projects completed and their total outlay	-	01 Rs.50000	-
Teachers who have received national recognition for teaching / research / consultancy	-	-	-
Teachers who have received international recognition for teaching / research / consultancy	-	-	-
Teachers who have attended international seminars	01	01	01
Teachers who were resource persons at national seminars / workshops	01	01	01

26. Give the number of ongoing research projects and their total outlay.  
-

27. Does the college have collaboration / linkages with international institutions?  
Yes ☐ No ☒

If yes, list the MoUs signed and furnish the important details of those collaborations.  
*Not applicable.*

28. Does the management run other educational institutions besides the college?  
Yes ☐ No ☒

*However, the management conducts some autonomous certificate and diploma courses.*



29. Give details of the resources generated by the college last year through the following means:

<i>Source of funding</i>	<i>Quantum (Rs.)</i>
i. Donations	Rs.7,40,075
ii. Fund raising drives	-
iii. Alumni Association	-
iv. Consultancy	-
v. Self financing courses	Rs.50,04,172
Any others	-

## II. Criterion-wise Inputs

### **Criterion I : Curricular Aspects**

*This aspect deals with the mission of the institution, its relevance and translation to the programmes offered. The goals and objectives of the institution, should define its distinctive character and address the needs of the society and students, it seeks to serve. It has to reflect both the tradition of the institution and its vision for the future. It requires information on how the curriculum design of the institution offers diversity and flexibility to learners. It also seeks information on the practices of the institution in initiating and redesigning courses that are relevant to the regional and national needs.*

The characteristics related to this criteria are, whether:

- *The goals and objectives of the institution are clearly stated, periodically reviewed, and communicated systematically to all its constituencies.*
- *The programmes of teaching and learning are consistent with the goals and objectives of the institution.*
- *Feedback from academic peers and employers is used in the initiation, review and redesign of programmes.*

1. How are institutional mission and goals reflected in the curricula?  
*We have various activities for all our students like Value Education, Andean Excellence Programme and Encounters.  
Refer Appendix 3,4 and 5 .*
2. What is the range of programme options available to the students for awards such degrees, certificates and diplomas?  
*Degree Courses - B.A., B.Com., B.M.M., B.M.S., B.Sc.IT, B.Com(Accts. & Fin).  
B.Sc.(IT) was introduced in 2001-2002 and B.Com(Accts. & Fin was introduced in 2003-2004).*

*Certificate course – Hotel Management*

*Diploma Course in: Stewardship  
Computer Software Programming  
Computer Hardware  
Web Designing  
Office Automation*

3. What is the proportion of the following components in the programme options?

Knowledge 80

Skills 20



4. Are programmes flexible enough to offer students the following benefits?

- a) Time frame matching student convenience
- b) Horizontal mobility
- c) Elective options
- d) Non-core options

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

5. How often are the existing curricula for a subject reviewed and updated?  
*The curriculum for subjects are revised and updated by the University of Mumbai every 3-5 years.*

What are the courses introduced by the college during the last three years? Give details.

*B.Sc.IT – 2001-2002, B.Com. (Accts & Fin) 2003-2004.*

6. How long does it take to introduce a new programme of study after it has been conceptualised?

*About four months.*

7. What are the contributions of the institution in the curriculum design of the University?

*The members of the teaching staff are involved in conducting and attending workshops to change and re-design the syllabus framed by the University.*

8. Has there been an academic audit by the university?

*No.*

9. Furnish details of the following aspects of the curriculum design:

- a) Innovation such as modular curricula.
- b) Inter/multidisciplinary approach.

*Not applicable*

*Not applicable*

## Criterion II : Teaching-learning and Evaluation

*This criterion deals with the efforts of the institution to provide appropriate teaching-learning experiences to learners. It also looks at the adequacy and competency of the faculty who handle the various programmes of study as well as the efficiency of the evaluation methodology of the institution.*

The characteristics examined under this criteria are, whether:

- *The institution has a transparent admission process.*
- *The programmes of teaching and learning cater to individual differences among learners and offers academic flexibility.*
- *The institution facilitates the effective running of the teaching-learning programmes.*
- *The institution has a well conceived plan for monitoring student progress.*
- *The institution has an efficient mechanism to recruit qualified and adequate faculty.*
- *The institution has an open and participative mechanism for evaluation of teaching, research and work satisfaction of the faculty.*
- *The faculties have opportunity for continued academic progress and professional advancement.*

1. How are students selected for admission into various courses?

- |    |                                  |   |                 |
|----|----------------------------------|---|-----------------|
| a) | through special entrance tests   | - |                 |
| b) | through interviews               | - |                 |
| c) | through their academic record    | - | B.A. & B.Com.   |
| d) | through combination of the above | - | B.M.S. & B.M.M. |

2. a. Is there a provision for assessing students' knowledge and skills for a particular programme (after admission)?

Yes ☒ No ☐

If yes, cite examples.

*Through classroom tests, semester and preliminary examinations.*

b. Does the college provide bridge/remedial courses to the educationally disadvantaged students?

Yes ☒ No ☐



If yes, cite examples.

*Additional training/coaching is provided to academically weaker students in Research Methodology, Direct and Indirect Taxation and Mathematics & Statistics.*

- c. How are advanced learners challenged to work ahead of the rest?  
*By special guidance and training.*

3. Does the college encourage the teachers to make a teaching-plan?  
Yes ☒ No ☐

If yes, give details.

*At the start of the academic year, teachers are required to give a month-wise break-up of the topics covered in the syllabus and the number of lectures that will be engaged per topic per month.*

4. Are syllabi unitized according to a teaching schedule through the semester/year?  
Yes ☒ No ☐

If yes, give details of implementation in terms of monitoring mid-course correction, etc.

*Syllabi are unitized according to the two terms/semesters and Heads of Departments monitor the course work by a detailed analysis of the question papers set by staff in their respective departments.*

5. How does the college supplement the lecture method of teaching with other learner-centred teaching methods?

*OHP, LCD, TV, VCP, DVD, Discussions, Presentations & Debates*

6. Is there a facility to prepare audio visuals and other teaching aids?  
Yes ☐ No ☒

If yes, give details.

7. Furnish the following:

- Teaching days (180 in 2001 – 2002) (180 in 2002 – 2003)
- Working days (227 in 2001 – 2002) (230 in 2002 – 2003)
- Work load 20 lectures per week (FT) 9-11 lectures per week (PT)
- Ratio of full-time teachers to part-time teachers (last two years): 10:1
- Ratio of teaching staff to non-teaching staff (last two years): 1:1
- Percentage of classes taught by full-time faculty: 90%

8. Are evaluation methods communicated to students at the beginning of the year?  
Yes ☒ No ☐

If yes, give details.

*Students are informed about the assessment scheme based on two semester exams and also about the criteria for passing based on both exams. The prospectus of the College also informs parents/guardians/students about the assessment system as stated by the University. It is available on the College Website, displayed on the Notice Board and explained by the lecturers in the classroom.*

9. Does the college monitor the overall performance of students at the beginning of the year?  
Yes ☐ No ☒

If yes, give details.

-

10. How are teachers recruited? When and how are new teaching positions created?  
Give details.

*Teachers are recruited through advertisement in the newspapers (Indian Express and its sister publications inclusive of the vernacular press). After sifting through the replies, candidates with the appropriate qualifications are called for an interview with a Committee constituted according to University norms. This Committee comprises a Management nominee, Principal, two subject experts, and the Head of Department/Sr. Teacher. The advertisement is also displayed on the Notice Board in the Staff Room.*

*Teaching positions are created when current/serving staff members resign or retire. The introduction of new courses like the B.M.S., B.M.M. B.Sc.IT & B.Com (F&A) have also created new teaching positions.*

In the case of colleges where appointment is made by the college, give the following details for the last two years:

Month and year of				
Self-funded (S) or Government Funded (G) S/G	Advertisement	Appointment of selection committee	Selection Committee Meeting	Appointment letter to candidates
S/G	<i>Indian Express May 2002</i>	<i>May 2002</i>	<i>June 2002</i>	<i>June 2002</i>
S/G	<i>Indian Express May 2003</i>	<i>May 2003</i>	<i>June 2003</i>	<i>June 2003</i>

11. Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from		
Same State		Other States
Same institution	Other institutions	
	X	

12. Does the college have the freedom and the resources to appoint and pay temporary/ad hoc teaching staff?

Yes ☒ No ☐

If yes, give details.

*Teaching Staff are appointed on full time, part time or lecture basis (Clock Hour Basis). Payment is made by the management.*

13. Number of teaching staff who have attended seminars/conferences/workshops as participants/resource persons in the last two years:

	Participants	Resource persons
National level	05	01
International level	01	01

14. Does the college follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension?

Yes ☒ No ☐

If yes, how are teachers encouraged to use the feedback?

*The Principal analyses the report along with the concerned teacher highlighting his/her strengths and weakness and suggests strategies that could be implemented. Refer Appendix 6.*

15. Does the college follow any other teacher performance appraisal method?

Yes ☒ No ☐

If yes, give details of the same and state how the results of the appraisal are used.

*The staff have, after discussions, evolved an appraisal form which they opine is best suited to the type of students coming to the college. The appraisal has just been conducted and an analysis will be carried out in due course.*

16. Does the college collect student evaluation on campus experience?

Yes ☒ No ☐



If yes, what are the significant items of feedback from students and how have they been used?

*An overwhelming majority of the students are happy with the college teaching and non-teaching staff, facilities provided, and the overall environment. The administration and the teaching staff endeavour to mitigate the problems and drawbacks indicated by the students. Refer Appendix 7 and 8.*

17. Does the college conduct refresher courses/ seminars/ conferences/ symposia/ workshops/ programmes for faculty development?

Yes ☒ No ☐

If yes, give details.

*The College conducted a workshop for the revised syllabus in Economics – Advanced Economic Theory – in August 2003, inviting and hosting members of the Board of Studies in Economics and lecturers from all colleges affiliated to Mumbai University.  
Refer Appendix 9.*

*We have also had a workshop for the BMS on 28th January 2002, to discuss the new syllabus in International Finance. About 40 colleges participated.*

18. Give details of the faculty development programmes and the number of teachers who benefited out of them, during the last two years:

Faculty Development Programme	No. of Beneficiaries	
	2001-02	2002-03
Orientation Course	-	03
Refresher course	02	03
Workshops	04	01

19. How many members of faculty have received teaching awards?  
*None*
20. Give details of the contribution of the faculty in different committees.  
*Different Committees - Refer Appendix 10A, 10B and 10C.  
Contributions of faculty are mentioned in their individual profile stated in the inputs from the department.*
21. Furnish information about significant teaching innovations of the college.  
*Classroom presentations, Role play.*
22. What are the national and international linkages established for teaching and/or research?  
*Nil*

23. Any other highlights.
- The teaching staff encourage the students to put theory to practical use. Towards this end, every faculty member gets the students involved in analysis, quizzes, discussions, debates, presentations and field trips.*

### Criterion III: Research, Consultancy and Extension

*This criterion seeks information on the activities of the institution with reference to research, consultancy and extension. It also deals with the facilitating aspects of the institution to promote the same and their outcome.*

The characteristics judged under this criteria are whether:

- The institution promotes research culture among faculty and students.
- The institution has a vigorous and well scrutinized publication programme and actively encourages faculty and students to publish in academic forum.
- The institution promotes faculty participation on consultancy work.
- The institution is responsive to community needs and conducts relevant extension and awareness programmes.

1. Is research a significant activity of the college?

Yes ☐ No ☒

2. How does the college promote research?

- PG students doing project work
- Teachers are given study leave
- Teachers are provided with seed money
- Research Committee for submitting project proposals
- Adjustment in teaching schedule.

☒

3. Is the college a recognized center for Ph.D?

Yes ☐ No ☒

4. What percentage of teachers are engaged in active research in the college? (guiding research scholars, operating projects, publishing regularly etc.) Give details.

19%

*Refer Appendix 11.*

5. How many are full time research scholars and how many have registered as part time scholars? (research scholar means M. Phil or Ph.D. Student)

Full-time ... nil

Part time ... 01

6. How many Ph.D.s have been awarded during the last five years?

One



7. Does the college provide financial support to research students?  
Yes ☐ No ☒

8. Provide details of the ongoing projects:  
Total No: of Projects: ... *nil*  
Total outlay in Rs. ... -

9. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any
<i>Not applicable</i>			

10. Does the college publicise the expertise available for consultancy services?  
Yes ☐ No ☒

11. Does the college have a designated person for extension activities?  
Yes ☒ No ☐

*The NSS Programme Officer & the Outreach Co-ordinator carry out the extension activities.*

If yes, indicate the nature of the post.

Full time ☐ Part time ☐

Additional Charge ☒

12. Indicate the extension activities of the college and its details:

- |                                   |                             |
|-----------------------------------|-----------------------------|
| i. Community development          | ii. Social work             |
| iii. Health and hygiene awareness | iv. Medical camp            |
| v. Adult education and literacy   | vi. Blood Donation camp     |
| vii. AIDS awareness               | viii. Environment awareness |

Any others

ix Gender cell

*Refer Appendix 12 and 13.*

13. Are there any outreach programmes carried out by the college other than NSS & NCC, for example Population Education Club, Adult Education, National Literacy Mission or any others?

Yes ☒ No ☐

*Refer Appendix 14.*

14. How are students and teachers encouraged to participate in extension activities?  
*Through NSS and Outreach Programme*

15. Does the college work and plan the extension activities along with NGO's and GO's?  
*No.*

16. Any other highlights:

- *None addressed in this criteria are.*

*The institution has adequate library and computer facilities with easy access to all its constituents.*

*The institution has adequate physical facilities for the educational programmes and administrative functions efficiently.*

*The growth of the infrastructure keeps pace with the academic growth of the institution.*

*The institution has effective mechanisms for monitoring and optimal use of infrastructure.*

*Sketch the master plan of the college campus indicating the existing buildings and the projected expansion in the future.  
(Refer Appendix 11)*

*How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth?  
The College Management has constructed two floors (18 class rooms) in the last three years and thus shows its willingness to meet the infrastructural needs as and when they arise.*

*How does the college maintain its infrastructure?  
From the Government and Management funds.*

*How does the college ensure optimum utilization of its infrastructure facilities?  
Autonomous Institute of Information Technology, National Institute of Open Schooling and the Institute of Hotel Management make use of the facilities to conduct their activities.*

*Does the college encourage use of the academic facilities by external agencies?  
Yes ☒ No ☐*

*If yes, give details:*

## Criterion IV: Infrastructure and Learning Resources

*This aspect requires data on the adequacy and optimal use of the facilities available in the institution to maintain the quality of the academic and other aspects of campus life. It also seeks information on how every constituent of the institution – students, teachers and staff, benefit from these facilities.*

The features addressed in this criteria are, whether:

- *The institution has adequate library and computer facilities with easy access to all its constituencies.*
  - *The institution has adequate physical facilities to run the educational programmes and administrative functions efficiently.*
  - *The growth of the infrastructure keeps pace with the academic growth of the institution.*
  - *The institution has effective mechanisms for maintenance and optimal use of infrastructure.*
1. Enclose the master plan of the college campus indicating the existing buildings and the projected expansion in the future.  
*Refer Appendix 15.*
  2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth?  
*The College Management has constructed two floors (18 class rooms) in the last three years and thus shown its willingness to meet the infrastructural needs as and when they arise.*
  3. How does the college maintain its infrastructure?  
*From the Government and Management funds.*
  4. How does the college ensure optimum utilization of its infrastructure facilities?  
*Andrews Institute of Information Technology, National Institute of Open Schooling and the Institute of Hotel Management make use of our facilities to conduct their courses.*
  5. Does the college encourage use of the academic facilities by external agencies?  
Yes ☐ No ☒.

If yes, give details.

-



6. What efforts are made to keep the campus beautiful and pollution free?  
*Efforts are made to keep the campus beautiful and pollution free through N.S.S. cleanliness drives and involvement of staff and students.*

7. Is there an advisory committee for the library?

Yes ☒ No ☐

8. Is the library interconnected with other libraries for inter-library borrowing?

Yes ☐ No ☒

9. Is there a book bank facility in the central library?

Yes ☒ No ☐

10. Are the following activities of the central library computerized?

i. Lending of books ☐ ii. Purchase of books ☐

iii. Lending of audio visual material ☐ iv. Book Bank ☐

v. Stock verification ☐

Any others

vi. *Bibliographic database on books* ☒

11. Indicate the number of books/ journals/ periodicals that have been added to the central library during the last two years and their cost.

	2001-2002		2002-2003	
	Number	Total cost Rs.	Number	Total cost Rs.
i. Text Books )	793	2,71,780	1362	3,08,667
ii. Other books )				
iii. Journals/ periodicals	14 + 2	1,000	16 +2	2,500
Any others				
iv.				
v.				

12. Does the library have the following facilities?

- Reprography
- Computers
- Audio & Video Cassettes
- Internet

Any others (specify)

*Refer Appendix 16.*

☒  
☒  
☒  
☒  
☐

13. Furnish the following details:
- Working days of the Library *All days of the week except Sundays and Public Holidays*
  - Working hours of the Library *7.30 a.m. to 5.00 p.m.*
  - Total no. of books in the library 12,086
  - Journals/periodicals subscribed 18
  - Titles in the library .....

14. Is there a central computer facility in the college?

Yes ☒ No ☐

If yes, give the configuration and other hardware and software details.

*There are 60 computers in the Computer Laboratory catering to the students' needs. All are Pentium IV with the latest technologies.*

15. Give the working hours of the computer centre and its access on holidays and off hours.

*The computer laboratory is open on all working days from 7.30 a.m. to 3.00 p.m.*

16. How many departments have computers of their own? Give the configuration and other details.

*Individual departments do not have independent computers. They make use of the computers at the Laboratory.*

17. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years?

*Students of B.Sc.IT, in particular, and others in general generate programmes pertaining to their curriculum.*

18. How are computers and their accessories maintained in the computer centre and other locations of the college?

*Computers are very well maintained. The Laboratory is centrally air-conditioned with a brightly lit environment. An Annual Maintenance Contract is worked out for regular maintenance.*

19. Does the college make use of the services of inter-university centers like IUCAA, CEC, INFLIBNET, etc.

*We have not, as yet, started utilizing the services.*

20. What are the various health services available to the students, members of the teaching and non-teaching staff of the college?

*Holy Family Hospital has offered its services and Dr. S.G. Gokhale and Dr.(Ms) Gokhale are available as and when required.*

21. What are the physical and infrastructure facilities available in the sports and physical education centre? Give details.  
*Table Tennis, Carrom, Chess, Basketball, Football, Hockey and Volleyball.*
22. What are the incentives given to outstanding sports persons?  
*Fee concession on request, concession in attendance, pocket money (when they go out of the city), travelling expenses, awarding prizes.*
23. Give details of the participation of students during the last year at the university, state, regional, national and international meets.  
*Refer Appendix 17.*
24. What are the major physical and infrastructure facilities available in the workshop and centre for instrumentation?  
*Not applicable.*
25. What percentage of students has hostel accommodation?  
*Hostel facilities are not provided.*
26. Give details of the hostel facilities available in the campus?  
*None.*
27. Any other highlights:  
*-*



## Criterion V: Student Support and Progression

*The highlights of this criterion are the efforts of the institution to provide the necessary assistance for good student experiences in the campus and to facilitate their progression. It also seeks information on the student and alumni profiles.*

The information sought under this criteria relate to whether:

- *The institution has sufficient and well-run support services to ensure the physical and intellectual health of all its constituencies.*
- *The institution has an effective mechanism to use student feedback for quality enhancement.*
- *The prospectus of the institution gives clear guidance to students about admission and completion requirements for all programmes, the fee-structure and refund policies, financial aid and student support services.*
- *The institution offers competent academic counseling and placement services to its students.*
- *Financial aid to students is fairly distributed.*

1. Furnish the following details:

- Percentage of students appearing for the qualifying exam after the minimum period of study.  
*Cent per cent.*
- Drop out rate  
*Students may leave our college before the final year as other institutions offer them a paper suited to their area of study.*
- Progression to employment and further study (UG to PG or PG to Ph.D.)  
*Data collection in progress.*
- Prominent Positions held by alumni.  
*Bank Manager, School Principal, Educational Consultant, T.V. Commentator, Olympic & World Cup Hockey player.*

2. How many students have passed the following examinations in the last five years?

UGC – CSIR(NET) Examination  
UGC – SLET  
GATE  
Indian Civil Services Examinations

GRE  
TOEFL  
GMAT  
Any others

*A few of our students do pursue post graduate courses in foreign universities.*

3. Does the college publish its updated prospectus annually?

Yes ☒ No ☐

If yes, what are the contents of the prospectus?

*Refer Appendix 1.*

4. What kind of financial aids are available to students from the central government, state government, the institution and others? Give details.

*Freeships are available for the poor students from the Bishop Longinus Pereira Fund and Students' Aid Fund. Text books are provided from the Book Bank Scheme.*

*From State Government:*

1. *Secondary Teachers Concession (Boys/Girls – Degree College)*
2. *Primary Teachers Concession (Boys/Girls – Degree College)*
3. *Free studentship to Economically Backward Class pupils (Boys/Girls – Degree)*

5. Mention the number of students who have received financial aid during the last two years.

<i>Financial aid</i>	<i>2001-2002</i>	<i>2002-2003</i>
i. Merit scholarship	31	41
ii. Merit-cum-Means	41	45
Any others		
iii. PTC	12	02
iv. STC	09	09

6. Does the college have an employment cell and a placement officer who offers career counseling to students? If yes, give details of the cell and its office.

i. Employment cell: No.

Role:

ii. Placement office: No

Role:

*Our Career Cell is responsible for providing guidance about various career options to students. Placement of students in various companies is routed through this cell.*

*Refer Appendix 18.*

7. Do teachers participate in academic and personal counseling? Give details.

Yes ☒ No ☐

*As part of the activities of the Psychology Association, the teachers of the Psychology Dept. offered counseling services to degree college students. These services were available twice a week for two hours. Over the years and to date many students have availed of their services. Cases dealt with difficulties and failures in relationships, lack of self-confidence, fear of examinations, difficulties in relationships with parents and guidance regarding choice of subjects and career options. Likewise, the other departments counsel the students on academic and co-curricular matters. We also have a Counselling Centre with a trained Counsellor on our premises.*

*Refer Appendix 19.*

8. How many students were employed through placement service during the last year?

	UG students	PG students	Research scholars
i. Local firms/companies			
ii Central Government			
iii State Government			
iv Public sector undertaking			
v Private sector	140		

9. Does the employment cell motivate the students to seek self-employment?

Yes ☐ No ☐

*Not applicable.*

10. Does the college have an Alumni Association?

Yes ☒ No ☐

*If yes, indicate the activities of the Alumni Association.*

*Informal gathering.*

11. How are the policies and criteria of admission made clear to prospective students?

*i. Prospectus      ii. Notice Boards.      iii. Website*

12. State the admission policy of the college with regard to overseas students.

*No separate policy. They are admitted as per the Government and University rules.*

13. What are the support services given to overseas students?

i. One window admission service ☐      ii. Overseas students office ☐  
iii. Special accommodation ☐      iv. Induction courses ☐



- v Socio-cultural activities ☐ vi Welfare programme ☐  
 vii Police clearance ☐  
 Nil

14. What are the recreational / leisure time facilities available to students?

- |     |                        |                                     |    |                     |                                     |
|-----|------------------------|-------------------------------------|----|---------------------|-------------------------------------|
| i   | Indoor games           | <input checked="" type="checkbox"/> | ii | Outdoor games       | <input checked="" type="checkbox"/> |
| iii | Nature Clubs           | <input type="checkbox"/>            | iv | Debate Clubs        | <input checked="" type="checkbox"/> |
| v   | Student Magazines      | <input checked="" type="checkbox"/> | vi | Cultural Programmes | <input checked="" type="checkbox"/> |
| vii | Audio Video facilities | <input checked="" type="checkbox"/> |    |                     |                                     |
|     | Any Others             |                                     |    |                     |                                     |

15. Any other highlight:

*We have:*

*Andrean Cultural Festival*

*Inter-class carom, chess, table-tennis, football and basketball matches and the Annual Athletic Meet.*

## Criterion VI: Organisation and Management

*This criterion requires data on the policies and practices of the institution in the matter of planning, human power requirement, recruitment, training, performance appraisal and finance management.*

The characteristics examined under this criterion pertain to whether:

- *The offices and departments of the institution are governed on the principles of participation and transparency.*
- *Academic and administrative planning in the institution move hand in hand.*
- *Management techniques and technologies, to the extent possible, are used by the institution for efficient running of every administrative and academic decision-making.*
- *The institution practices relevant welfare schemes for all its constituencies.*
- *There are fair and expeditious grievance redressal mechanisms at all levels of the institution's functioning.*
- *The finances of the institution are judiciously allocated and effectively utilized to make its programmes and functioning cost-effective.*
- *The institution has imaginative and effective resource mobilization and management strategies.*
- *Budgeting and auditing procedures are regular and standardized.*

1. Does the college have an efficient internal co-ordinating and monitoring mechanism?

Yes ☒ No ☐

If yes, give details.

*Through different Committees.*

2. Were any committees/external agencies appointed during the last three years to improve the organization and management?

Yes ☐ No ☒

If yes, what were the recommendations?

3. Does the college have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes ☒ No ☐

Give details.

*The Principal and the Office Superintendent personally check the efficiency of the non-teaching staff. Considering the size of the non-teaching staff of the college, this is considered to be an adequate mechanism. The college thus has a formal and an informal mechanism.*

*Refer Appendix 20.*

4. Is there a special committee for preparing the academic calendar?

Yes ☐ No ☒

5. During the last two years have all the decisions of the selection committee been approved by the governing body?

Yes ☒ No ☐

If no, give reasons.

-

6. Does the college conduct professional development programmes for non-teaching staff?

Yes ☒ No ☐

If yes, give details

*The college had conducted a computer literacy programme during the academic year 2002-2003.*

7. What is the current tuition and other fee structure in government supported and self-financing courses?

*Refer Appendix 21.*

8. Have there been changes in the tuition and other fees during the last three years, give details.

*Refer Appendix 21.*

9. Furnish the amount spent under the various heads of expenditure last year.

Head of Expenditure	Budget provided	Amount actually spent in Rs.	
		2001-2002	2002-2003
<i>Salaries</i>		<i>81,70,261.00</i>	<i>88,53,102.00</i>
<i>Rent</i>		<i>4,32,000.00</i>	<i>4,32,000.00</i>
<i>Telephone/Electricity/water charges</i>		<i>2,37,887.00</i>	<i>4,44,397.00</i>
<i>Co-curricular activities</i>		<i>51,199.00</i>	<i>75,034.00</i>
<i>Sports &amp; Gymkhana expenses</i>		<i>1,23,930.00</i>	<i>1,82,064.00</i>



Library books / periodicals & Reading room		1,49,583.00	1,36,819.00
Printing & Stationery		44,423.00	49,668.00
Computer Expenses		1,77,733.00	81,009.00
Advertisement		6,448.00	16,089.00
Examination Expenses		1,30,359.00	1,74,633.00
Magazine Expenses		45,500.00	45,258.00
Furniture & Equipment		2,19,175.00	28,700.00
Repairs & Maintenance		47,211.00	44,896.00
Contingencies		43,512.00	40,247.00
Total:		98,79,221.00	1,06,03,916.00

10. During the last two years did the college have an excess/deficit budget?  
Deficit.
11. Is there an internal audit mechanism?  
Yes ☒ No ☐
12. What are the various welfare programmes of the college? Give details.  
*Freeship for economically backward students.*
13. Is there a grievance redressal cell in the college?  
Yes ☒ No ☐  
If yes, how does it deal with grievances of the employees and others?  
*Till date, no grievance has been reported to the Grievance Redressal Cell.*
14. List the various loan facilities available to the members of the teaching and the non-teaching staff of the college. What are the requirements and the eligibility criteria necessary to obtain loans that are available?  
*The College does not grant loans to the members of the teaching and non-teaching staff of the college. However, it helps the non-teaching staff to obtain loans from banks and provides the facility of deducting the loan from their salary.*
15. What is the procedure of the college to purchase major items?  
*Major items are purchased after being discussed by the Purchase Committee and after inviting competitive quotations.*
16. Any other highlights:

## Criterion VII : Healthy Practices.

*This criterion focus on the innovative and unique practices of the institution that add to its academic ambience. Healthy practices vary from institution to institution.*

This criterion ascertains whether:

- The institution displays sensitivity to changing educational, social and market demands.
- The institution is geared to promote an ambience of creativity and innovations.

1. Has the college adopted any mechanism/process for internal quality checks?  
Yes ☒ No ☐

If yes, give details.

*Periodical tests, assignments, Projects.*

2. Is the College sensitized to latest managerial concepts such as strategic planning, team-work, decision making and computerization?  
Yes ☒ No ☐

3. Does the college have
- Twinning programmes ☐ No
  - Students Exchange Programmes ☐ No
  - MoU's with
    - Industries ☐ No
    - Research Organisations ☐ No

4. What are the national / international linkages established by the college for training and research?  
*Nil*

5. How does the college strengthen the regular academic programmes through other complementary systems like self-financing courses, non-formal mode and distance education?

*B.M.S., B.M.M., B.Sc.IT, B.Com(A&F). The college also conducts autonomous certificate and diploma courses. We have a Certificate course in Hotel Management, a Diploma course for Stewards, Diploma in Software, Hardware Maintenance, Web Designing and Office Automation.*

6. What are the practices of the college to impart value based education?  
*We have an entire programme for our students in Value Education. Refer Appendix 3.*



7. How does the college inculcate civic responsibilities among the students?  
*N.S.S. & Value Education*  
*Teachers frequently talk to students.*
8. What are the efforts of the college towards all round personality development of the learners?  
*Co-curricular activities conducted by our College include Value Education, The Andrean Excellence Programme, The Inter-Religious Dialogue, Encounters.*  
*Refer Appendix 22.*
9. How is the college geared to achieve its specific goals and objectives?  
*Through formal instructions and informal activities.*
10. What are the efforts of the college to bring in "community orientation" in its activities?  
*NSS programme and The Outreach programme conducted by our college try to implement our goals and meet our objectives.*
11. Indicate the efforts to promote general/ transferable skills among the students such as:
  - a. Capacity to learn
  - b. Communication skills
  - c. Numerical skill
  - d. Use of information technology
  - e. Work as part of a team and independently

*We promote the above through:*

*Debates/Elocution*

*Presentation of projects*

*Computer Awareness Programme*

*Project work*

*College activities like Value Education, Andrean Excellence Programme, Encounter, Inter-Religious Dialogue.*

12. Any other highlights:

*The following are some of the practices that contribute to a healthy working and academic atmosphere in the college:*

*Accessibility of Management* to staff and students, is the hall-mark of our institution. The staff and students can meet the Managing Trustee, Msgr. Nereus Rodrigues, the Assistant Manager, Fr. Rodney Esperance and the Administrator and Trustee, Mr. Johnnie Alves, on almost all days of the academic year as and when they wish to meet them. The staff and students are free to meet the *Principal* at any time without prior appointment. Students can approach any of the above authorities and members of the staff to solve their problems, seek clarifications or find answers to their queries on matters relating to academics/co-curricular/extra-curricular activities.



Regular *meetings*, of the Staff with the Principal, both formal and informal, are held. The objective is to keep the staff informed about various activities or developments in the college. Each division is assigned one lecturer who is designated as 'Prof-in-charge'(Refer Appendix 23) who looks into matters concerning the students. In particular, the Prof-in-charge co-ordinates the attendance records of the students. Students are encouraged to meet the staff for their academic and other co-related problems.

Besides the required *student representatives* for the Students' Council (Refer Appendix 24), there are subject representatives, one per subject in each division. This practice has been started this academic year. Until last year, there were division representatives. The Principal *visits each class* (each division) at least twice a year, once each term to discuss matters relating to students and to encourage them to feel free to approach the lecturers, the Principal, or the Management if they have any problems. Cumulative *attendance records* are updated and displayed on a bi-monthly basis on the notice boards outside classes and in the Girls' Common Room. Parents/guardians of students with deficient attendance are informed through letters and are also called to meet the Principal and the Attendance Committee. The same is done when students are issued a warning by the Discipline Committee (Appendix 25). In the interest of maintaining a conducive academic atmosphere and a standard of decorum, students observe a *Dress Code* (Appendix 26). The dress code norm is displayed on the Notice Board.

*Staff salaries* are paid regularly and within the first five days of each month even when the government delays the grants. In the last academic year, the Management contributed to the *Provident Fund* thus making the teaching and non-teaching staff eligible for the pension scheme. This applied to those who were working when the college was unaided as well as to those who were subsequently appointed for the unaided divisions. The payment amounted to Rs.3,01,670. The management also accepted the responsibility of paying the *Vth Pay commission* revised scale *arrears* to the teaching staff who were appointed to teach the unaided divisions. This payment amounts to Rs.7,64,502.00.

The College believes in having a *friendly atmosphere* between Management, Staff and Students. Through such an atmosphere we aim to promote a culture of involvement in the development of our College.

### III. Inputs from the Departments

1. Name and address of the department: *Department of English,  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*
2. Telephone Number/s: *26401657, 26428684*
3. Date of establishment of the department: *1991*
4. Built-up area of the department in sq.m. *Not applicable.*
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>B.A.</i>	<i>U.G.</i>	<i>*</i>	<i>172</i>	<i>193</i>
<i>F.Y.B.Com.</i>	<i>U.G.</i>	<i>*</i>	<i>344</i>	<i>342</i>

*\* All in-house students are admitted, other seats are filled on the basis of merit.*

6. Number of teaching, technical and administrative staff of the department:

	<i>Male</i>	<i>Female</i>	<i>Total</i>
Total no. of teachers	-	03	03
Teachers with Ph.D.or equivalent as the highest qualification	-	01	01
Teachers with PG or equivalent as the highest qualification	-	-	-
Teachers with other specific eligible qualification (specify)	-	02 <sup>+</sup>	02
Technical staff	-	-	-
Administrative Staff	-	-	-

<sup>+</sup> 02 M. Phil.

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>



If yes, to what extent?

*The department has the freedom to choose the option within the given syllabi for T.Y.B.A. Paper VI. The department also has the freedom to decide which faculty member will teach the paper most suited to their area of specialization.*

8. Number of students in the department during the current year:

*B.A.*

	<i>Male</i>	<i>Female</i>	<i>Total</i>
Students from the same state where the college is located	27	165	192
Students from other states of India	-	-	-
NRI students	-	-	-
Other overseas students	-	01	01
Grand Total	27	166	193

*F.Y.B.Com.*

	<i>Male</i>	<i>Female</i>	<i>Total</i>
Students from the same state where the college is located	139	203	342
Students from other states of India	-	-	-
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	139	203	342

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?

Yes ☒

No ☐

10. Furnish the following details (in figures):

• Books in the department library:	10
• Journals/ periodicals subscribed by the department	<i>Journals/periodicals are not subscribed department-wise. They are available for all the departments.</i>
• Computers in the department	<i>Departments do not have separate computers. However, computers are available in the Central Computer Laboratory as and when required.</i>
• Research projects completed during the last three years and their total outlay	<i>Nil</i>
• Ongoing research projects	<i>Nil</i>
• Teachers who have attended national/international seminars during the last two years:	01



List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

<i>Name of the Teaching staff</i>	<i>Designation</i>	<i>Highest Qual.</i>	<i>Specialisation</i>	<i>Age</i>	<i>Sex</i>
<i>Lorna Barrett</i>	<i>Head of Dept., Sr. Lecturer</i>	<i>M.A. English M.A.Linguistics M.Phil.</i>	<i>Linguistics and Language</i>	<i>59</i>	<i>Female</i>
<i>Dr. Marie Fernandes</i>	<i>Sr. Lecturer</i>	<i>M.A. D.H.E. Ph.D.</i>	<i>Aesthetics</i>	<i>40</i>	<i>Female</i>
<i>Susan Lobo</i>	<i>Lecturer</i>	<i>M.A., M.Phil. S.E.T.</i>	<i>English Language Teaching</i>	<i>31</i>	<i>Female</i>

Experience of the teachers:

<i>Name of the Teacher</i>	<i>UG</i>	<i>PG</i>	<i>Research</i>
<i>Lorna Barrett</i>	<i>19 years</i>	<i>6 years</i>	<i>10 years</i>
<i>Dr. Marie Fernandes</i>	<i>14 years</i>	<i>13 years</i>	<i>10 years</i>
<i>Susan Lobo</i>	<i>07 years</i>	<i>-</i>	<i>-</i>

How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?

*One. British Council Scholarship and Visitorship to visit several British Universities*

What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?

*67%*

List the major thrust areas within the subject in which research activities are being pursued.

- Teacher development
- English language teaching
- Contemporary literature

Give details of ongoing projects funded by external agencies:

*Not applicable.*

What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medical facilities etc.) acquired over the years?

*Computing facilities are available in the Central Computer Laboratory.*

• Teachers who have been resource persons at workshops/ seminars during the last two years	01
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11. Details of the last two batches of students:

*B.A.*

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	80	-	80	97	-	97
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	27	-	27	21	-	21
Passed in the final exam	27	-	27	21	-	21
Passed in the first class	05	-	05	01	-	01
University ranks, if any	-	-	-	-	-	-

*F.Y.B.Com.*

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	344	-	344	342	-	342
Drop-outs	-	-	-	-	-	-
Appeared for the final exam	343	-	343	339	-	339
Passed in the final exam	329	-	329	325	-	325
Passed in the first class	77	-	77	87	-	87
University ranks, if any	-	-	-	-	-	-

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 02

Filled: 02 + 01

13. How often were national/international seminars, workshops, etc. organized at the department?

-

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

- (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qual.	Specialization	Age	Sex
Lorna Barrett	Head of Dept., Sr. Lecturer	M.A. English M.A. Linguistics M.Phil.	Linguistics and Language	59	Female
Dr. Marie Fernandes	Sr. Lecturer	M.A. D.H.E. Ph.D.	Aesthetics	40	Female
Susan Lobo	Lecturer	M.A., M.Phil. S.E.T.	English Language Teaching	31	Female

- (b) Experience of the teachers:

Name of the Teacher	UG	PG	Research
Lorna Barrett	19 years	6 years	10 years
Dr. Marie Fernandes	14 years	13 years	10 years
Susan Lobo	07 years	-	-

16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?  
*One. British Council Scholarship and Visitorship to visit several British Universities*
17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?  
*67%*
18. List the major thrust areas within the subject in which research activities are being pursued.
- Teacher development
  - English language teaching
  - Contemporary literature
19. Give details of ongoing projects funded by external agencies:  
*Not applicable.*
20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medical facilities etc.) acquired over the years?  
*Computing facilities are available in the Central Computer Laboratory.*



21. What is the total number of publications (add the list) of the department in the last five years?  
*Ten. List attached after the profile of the Department.*
22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?  
*No*
23. What is the average work load in terms of actual contact lectures per week per teacher?  
*20 lectures (including tutorials) per week.*
24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?  
*04 hours of lecture time and 01 hour on activities of various committees per day.*
25. Does the department monitor overall performance of students through regular assessments?  
Yes ☒ No ☐  
If yes, give methods and details of assessment.  
*Class tests, first term examinations, preliminary examinations, regular tutorials and maintenance of tutorial journals, reference work, assignments.*
26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.  
*Teachers update themselves by attending orientation and refresher courses, attending workshops, seminars, reading journals and new publications and accessing information from the internet.*
27. What is the annual budget allocation of the college to the department?  
*Each department is given funds as and when required.*
28. How much of research funding has been generated by the teachers from other agencies?  
*None*
29. Do the teachers offer consultancy services and earn revenue for the college / department?  
Yes ☐ No ☒

30. Furnish the following details:

*B.A.*

<i>Particulars</i>	<i>UG</i>	
Ratio of applications to available seats	<i>&lt; 1</i>	
Success rate (examination results)	<i>2001-02</i>	<i>100%</i>
	<i>2002-03</i>	<i>100%</i>
Progression to higher education rate	<i>Data collection is in progress</i>	
Employment rate	<i>Data collection is in progress</i>	
Ratio of part-time teachers to full-time teachers	<i>All teachers are full time teachers</i>	
Ratio of academic staff to administrative staff	<i>-</i>	

*F.Y.B.Com.*

<i>Particulars</i>	<i>UG</i>	
Ratio of applications to available seats	<i>&gt; 1</i>	
Success rate (examination results)	<i>2001-02</i>	<i>95.92%</i>
	<i>2002-03</i>	<i>95.35%</i>
Progression to higher education rate	<i>Data collection is in progress</i>	
Employment rate	<i>Data collection is in progress</i>	
Ratio of part-time teachers to full-time teachers	<i>All teachers are full time teachers</i>	
Ratio of academic staff to administrative staff	<i>-</i>	

31. Furnish the following data:

- Ratio of students to teachers *178:1*
- Number of research papers published *10*

32. Has the department received any special support for teaching or research?

Yes ☐

No ☒

33. Any other information which highlights the unique achievements of the department.

*The papers taught, the unique achievements of the department, and the personal profiles of the individual staff members are given below:*

<b>CLASS</b>	<b>TITLE OF THE PAPERS TAUGHT</b>	<b>NAME OF THE LECTURER</b>
F.Y.B.A.	Paper I : 19 <sup>th</sup> Century Literature	Dr. Marie Fernandes
F.Y.B.A.	Communication Skills	Lorna Barrett Dr. Marie Fernandes



F.Y.B.Com.	Business Communication	Lorna Barrett Dr. Marie Fernandes Susan Lobo
S.Y.B.A.	Paper II : Indo-English Literature Paper III : 20 <sup>th</sup> Century American Literature	Susan Lobo  Lorna Barrett
T.Y.B.A.	Paper IV : 16 <sup>th</sup> Century English Literature Paper V : Literary Criticism Paper VI : A Description of Grammar and The Art of Writing	Dr. Marie Fernandes  Susan Lobo  Lorna Barrett

### UNIQUE ACHIEVEMENTS

At the FY.B.Com level for the *Business Communication* paper students presented papers on computers, the Internet and other media and modes of communication. They made speeches and also took part in group discussions and debates to develop their public speaking skills. Rehan Farias, Management Executive with Tata Consultancy Services and Leandro D'Silva, Youth Representative for the U.A.E., UNO, (both ex-students) spoke to the students of Business Communication on the importance of communication in the work place.

At the FYBA, *Communication Skills in English* is taught with a strong skills-based approach focusing on developing reading skills since this is a major requirement of students at this level; the tutorial classes were largely geared towards developing the writing and speaking skills of the students. In the tutorial class a more interactive and participatory approach was used. Informal debates and story-telling were conducted to develop oral skills and imaginative writing. Reading texts from across the curriculum were used to familiarise the students with the register of different subjects. Texts from authentic sources such as newspapers, magazines and books were used. Note-making and note-taking skills as well as elements of phonology are a unique feature of this paper and were emphasised.

In the English Paper I '*Nineteenth Century Literature*' taught at the FYBA level Oliver Twist the film was screened and songs were played from the musical play. - Oliver

The Second Year B.A. students for the English paper II '*Indo -English Literature*' were given a talk by Dr. Eunice D'Souza, former Head of Department of English, St. Xavier's College, Mumbai, who also read her poems to the class; she also gave them an insight into her new novella, *Dangerlok*, which was to be released soon. The session gave students an opportunity to interact with a poet and discuss some of their own creative aspirations with Dr. D'Souza.



The Second Year B.A. students for their Paper III – 20<sup>th</sup> Century American Literature were encouraged to attend various plays conducted at the Prithvi theatre and the British Council to expose them to the art of drama. They also attended a talk on American poetry by Dr. Jane Rose on American poetry conducted by the National College, Bandra.

Dr.Ketu Katrak of Ervine College, California, (Chair of Asian Writers in Diaspora) gave our students an insight into diasporic writing particularly women diasporic writers of Asian origin.

Some of the students were also given an opportunity to attend a play titled “*Hannah and Hanna*” as well as attend a workshop conducted by John Retallac, visiting producer of the same play.

The Third Year B.A. Paper IV titled “*Sixteenth Century Literature*” includes the play *King Lear*. The film based on this play was screened to make the text more meaningful. Students were also given a workshop titled *Shakespeare and Love* conducted by Dr. Elaine Philips, University of Berne, Switzerland. The purpose of the workshop was to demystify Shakespeare and make students appreciate and love the Bard.

For the Third Year B.A., Paper VI, *Grammar and the Art of Writing*, the Art of Writing Section has a project component in the art of writing an argumentative essay with a rhetorical analysis of their writing. Students were taken through the process of writing an academic, argumentative paper to develop their analytical writing skills and to produce an academic research paper.

## PERSONAL PROFILE

- NAME** : Mrs. Lorna Barrett
- QUALIFICATION** : M..A. (English), M.A. (Linguistics),  
M.Phil., D.H.E.
- DESIGNATION** : Senior Lecturer, Head of Department
- TEACHING EXPERIENCE** : Total no. of years:19  
Full-time: 14 years  
Part-time: 05 years,  
St. Andrew's College
- CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.A.,  
F.Y.B.Com.  
F.Y.B.M.S., F.Y./ S.Y.B.M.M.,  
M.A.
- ACTIVITIES UNDERTAKEN** : *College:*  
Editor, College Magazine  
Member, Local Managing  
Committee  
Co-ordinator / Animator, Value  
Education Programme  
Member, Unfair Means Inquiry  
Committee  
Member, Examination Committee  
Chairperson, Library Committee  
Staff Secretary
- University:*  
Member, Syllabus Committee  
T.Y.B.A. Paper VI
- Paper Setter/ Examiner /Moderator,  
F.Y.B.A. Com. Skills and Business  
Communication, for the Directorate  
of Distance Education.  
T.Y.B.A Paper VI, Univ. of Mumbai
- Resource Person:*  
Workshop, organized by the Dept. of  
English, Univ. of Mumbai

*Outside:*

*Seminars /Workshops Attended:*

*International:*

Conference of Teachers of English to  
Speakers of Other Languages  
(TESOL), at the University of  
Seville, Seville, Spain, on the theme:  
A Quest for Teacher Development.  
March-April 2001,

*National:*

Training for Teacher Trainers in  
Business English, Chennai  
organised by the British Council  
and conducted by Mr. Amos Poran,  
Ph.D. (University of Reading) for the  
University of Cambridge Local  
Examination Syndicate, Sept., 1998

*Mumbai:*

W.J. Von Goethe: Dwelling in the  
House of World Literatures,  
organized by the Dept. of English,  
University of Mumbai and Max  
Mueller Bhavan, Sept./ Oct., 1999.

*B.M.S.:*

Management: the Road Ahead,  
Aug., 1999,  
Syllabus on Effective  
Communication, Nov. 1999  
both conducted by Tolani College.

*General:*

Twentieth Century British Poetry,  
Feb. 2000,  
Fresh Perspectives on 19<sup>th</sup> Century  
Women's Writing in India and U.K  
Feb. 2000,  
Language and Technology by Dr.  
Roger Bowers of Trinity College,  
London, Feb. 2000, all organized by  
the British Council.  
Themes in the Contemporary Indian  
Novel: The Novel of the Last Two  
Decades and presented a Paper-  
Under Skin the Goan Diasporic



Condition and the Myth of  
Homeland in Margaret Mascarenhas'  
novel *Skin*.

Preparation for Distance Education,  
a week's training organized by the  
Directorate Of Distance Education  
in Material, conducted by

I.G.N.O.U.

UGC *Inter-disciplinary* Refresher  
Course on Women's Studies  
conducted by the Research Centre  
for Women's Studies, S.N.D.T.  
University 03 - 23 March, 1999

UGC *Inter-disciplinary* Refresher  
Course on Women's Studies  
conducted by the S.N.D.T. Univ.,  
Feb.- March 2002

#### *Courses Conducted/Resource Person*

Conducted a training for teachers of  
Business English for the British  
Council, Mumbai in July 1998 and  
March 1999.

Conducted various training  
programmes in specific areas of  
Language teaching, such as  
phonetics, the communicative  
methodology for teachers of different  
schools under bodies such as the  
I.E.S., the Gujarat Vichar Manch,  
and in other cities under the Orient  
Longman's English Language  
Teaching Orientation programmes.

Resource person at various seminars  
organized by different NGOs on the  
area of Women's empowerment.  
Also participated in the discussions  
and debates that led to the  
formulation of the Maharashtra  
Govt.'s State Policy for Women  
1999

*Awarded / Selected:*

College representative on the Youth Commission of the Archdiocese of Mumbai

Selected as a Facilitator for the British Council Hornby ELT Seminars in the teaching of Language and Literature to be held in 2004.

Selected by the British Council to attend a 'Train the Trainers Workshop' for training women leaders in the Panchayat Raj programme conducted by the M.S. University of Baroda (1995)

Awarded a scholarship by the British Council to attend a Summer Specialist Course at the University of Nottingham (1992)

Awarded a visitorship by the British Council to visit the Universities of Bristol, Manchester, Ealing, Brighton Polytechnic, and the College St. Marks & John, Plymouth (1992), to observe and research their Teacher Development programmes.

Presided over various seminars, and given talks on Women, Globalization, Religion and Ethics. (1999, 2000, 2001, 2002, 2003).

Was the National President of a non-governmental organization the Council of Catholic women of India for a period of 3 years (1996-1999).

Secretary of the Women's Desk, the Archdiocese of Mumbai.

Joint Secretary of the Association of British Council Scholars and in this

## PERSONAL PROFILE

capacity organized a regional conference on pre-Beijing prior to the U.N. International Conference held at Beijing in 1995.

Have trained girls from minority communities at the University of Mumbai for the UGC Sponsored coaching for girls from minority communities for entrance examinations for the MPSC and Banking

Delivered the keynote address for the Sr. Josephine Memorial Lecture at the St. Ann's College of Education, Mangalore on the topic "The Millennium of the Women" in March 2000.

Presented papers on the topic of "Domestic Violence – Psychological Imperatives" at the Asia-Pacific Regional Alliance of YMCAs (2002).

Currently involved in the discussions and preparation of the World Social Forum to be held in January 2004 in Mumbai.



## PERSONAL PROFILE

**NAME** : Dr. Marie Fernandes

**QUALIFICATIONS** : M.A, D.H.E, Ph. D.

**DESIGNATION** : Senior Lecturer

**TEACHING EXPERIENCE** : Total no. of years: 14  
 Leave Vacancy: 03 years,  
 Elphinstone College  
 Full Time: 11 years, St. Andrew's College  
 Post-Graduate: 13 years  
 Ph.D. Guide, Univ. of Mumbai

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.A.,  
 F.Y.B.Com.  
 M.A.

**ACTIVITIES UNDERTAKEN** :  
*College:*  
 Coordinator, Value Education  
 Member, Andean Excellence Programme  
 Prof.-in-Charge, Elocution and Debates  
 Moderator, F.Y.B.A., F.Y.B.Com  
  
*University:*  
 Examiner, M.A  
 Member, Syllabus Revision Committee ,  
 T.Y.B.A. Paper IV  
  
*Workshop/ Seminars / Lectures Attended:*  
 Dwelling in the House of World  
 Literature on W.J. Von Goethe, Oct 1999  
 organized by the Dept. of English,  
 Univ of Mumbai and Max Muller  
 Bhavan  
 Annual Memorial G.C Banerjee Lectures:  
*One of Us: Late Thoughts on Culture and*  
*Identity*, by Prof. Homi Bhabha, Univ. of  
 Chicago Dec.1999,  
 Indian Narratology by Prof. Ayappa  
 Panicker, Dec. 2002,  
 Step-(p)ages: Innovative Readings of  
 Shakespeare's Works, Dec. 2001,

all conducted by the Univ. of Mumbai.  
Twentieth Century British Poetry,  
Feb. 2000,  
Literary Biography by Norman Page,  
March 2000,  
The Making of Shakespeare, by Jacqui  
O'Hanlon, Aug. 2000,  
all organized by the British Council.  
Telling The Truth: Story and Presence in  
Shakespeare's Drama by Paul Smith,  
Director of the British Council, Oct.2002.

*Lecture Delivered:*

Shakespeare to Orwell, Rotary Club of  
Mumbai, Sept. 2001.

*Panelist:*

Worse or Verse, Poetry discussion,  
N.C.P.A, June 2001  
Refresher Course, Nov.- Dec. 2002,  
conducted by the Academic Staff College,  
Univ. of Mumbai

*Paper Presented:*

'Anita Desai: Journey to Ithaca'  
Themes in the Contemporary Indian  
Novel: The Novel of the Last Two  
Decades, organised by the  
*Bombay English Association.*  
March 2002.

## PERSONAL PROFILE

**NAME** : Mrs. Susan Lobo

**QUALIFICATION** : M.Phil, S.E.T.

**DESIGNATION** : Lecturer

**TEACHING EXPERIENCE** : Total no. of years : 07  
Full Time: 07 years, St. Andrew's College

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.A.,  
F.Y.B.Com.

**ACTIVITIES UNDERTAKEN** :

*College:*  
Prof.-in-Charge: N.S.S. Unit  
Prof.-in-Charge: Elocution  
Prof.-in-Charge: Elocution & Debate  
Prof.-in-Charge: Intercollegiate Events

*Workshop/ Seminar Attended:*  
Nativism with reference to Indian Writing  
In English Jan. 1999.

'Kiran Nagarakar' a contemporary Indian novel Feb.2001 both conducted by the Dept. of English, Univ. of Mumbai.

Twentieth Century American Poetry,. a lecture by Dr. Jane Rose, conducted by R.D. National College, Nov.2002



### III. Inputs from the Departments

1. Name and address of the department: *Department of Economics,  
Department of Business Economics.  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*

*The report being presented is a combined report for the departments of Economics and Business Economics as faculty members have different fields of specialization and we follow a system of integrated teaching.*

2. Telephone Number/s: *26401657, 26428684*
3. Date of establishment of the department: *Department of Economics 1985  
Department of Business Economics 2002*
4. Built-up area of the department in sq.m. *Not applicable.*
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>B.A.</i>	<i>U.G.</i>	<i>*</i>	<i>174</i>	<i>161</i>
<i>B.Com.</i>	<i>U.G.</i>	<i>*</i>	<i>1258</i>	<i>1255</i>

*\* All in-house students are admitted, other seats are filled on the basis of merit.*

6. Number of teaching, technical and administrative staff of the department:

	Male	Female	Total
Total no. of teachers	01	01 (P.T.) + 03	05
Teachers with Ph.D. or equivalent as the highest qualification	-	02	02
Teachers with PG or equivalent as the highest qualification	-	-	-
Teachers with other specific eligible qualification (specify)	01 "	01 ^ 01 #	03
Technical staff	-	-	-
Administrative Staff	-	-	-

*" LL.B., Principal of the College, ^ M.Phil. # N.E.T.*

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, to what extent?

*Selection of papers at T.Y.B.A. level (Paper VI, VII, VIII & IX)*

8. Number of students in the department during the current year:  
B.A.

	Male	Female	Total
Students from the same state where the college is located	49	112	161
Students from other states of India	-	-	-
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	49	112	161

B.Com.

	Male	Female	Total
Students from the same state where the college is located	531	709	1240
Students from other states of India	05	10	15
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	536	719	1255

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?

Yes ☒ No ☐

10. Furnish the following details (in figures):

• Books in the department library:	40
• Journals/ periodicals subscribed by the department	<i>Journals/periodicals are not subscribed department-wise. They are available for all the departments.</i>
• Computers in the department	<i>Departments do not have separate computers. However, computers are available in the Central Computer Laboratory as and when required.</i>
• Research projects completed during the last three years and their total outlay	01 (Rs.50,000)



• Ongoing research projects	<i>Nil</i>
• Teachers who have attended national/international seminars during the last two years:	<i>02</i>
• Teachers who have been resource persons at workshops/ seminars during the last two years	<i>01</i>

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	UG	Total	UG	UG	Total
Admitted to the programme (entry year)	<i>Eco 72</i>	<i>Bus.Ec o 368</i>	<i>440</i>	<i>Eco 71</i>	<i>Bus.Eco 369</i>	<i>440</i>
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	<i>22</i>	<i>334</i>	<i>356</i>	<i>22</i>	<i>321</i>	<i>343</i>
Passed in the final exam	<i>22</i>	<i>325</i>	<i>347</i>	<i>22</i>	<i>303</i>	<i>325</i>
Passed in the first class	<i>06</i>	<i>23</i>	<i>29</i>	<i>05</i>	<i>10</i>	<i>15</i>
University ranks, if any	-	-	-	-	-	-

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: *03 (Full time), 01 (Part time)*

Filled: *03 (Full time), 01 (Part time)*

13. How often were national/international seminars, workshops, etc. organized at the department?

-

14. Are there any international or national links/collaborations for teaching, research or both?

*No.*

15. (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

<i>Name of the Teaching staff</i>	<i>Designation</i>	<i>Highest Qual.</i>	<i>Specialisation</i>	<i>Age</i>	<i>Sex</i>
<i>A.D. Mascarenhas</i>	<i>Principal</i>	<i>M.A., LL.B.</i>	<i>International Trade and Monetary Economics</i>	<i>61</i>	<i>Male</i>
<i>A. Correa</i>	<i>Head of Department-Economics, Sr. Lecturer</i>	<i>M. Phil.</i>	<i>Finance</i>	<i>40</i>	<i>Female</i>



<i>G. Tavares</i>	<i>Reader, Head of Department -Business Economics</i>	<i>Ph.D.</i>	<i>Mathematical Economics and Econometrics</i>	<i>41</i>	<i>Female</i>
<i>K. Mody</i>	<i>Sr. Lecturer</i>	<i>M.A.,N.E.T.</i>	<i>International Economics and Econometrics</i>	<i>39</i>	<i>Female</i>
<i>S. Rao</i>	<i>Part time lecturer</i>	<i>Ph.D.</i>	<i>Public Finance and Policy</i>	<i>54</i>	<i>Female</i>

(b) Experience of the teachers:

<i>Name of the Teacher</i>	<i>UG</i>	<i>PG</i>	<i>Research</i>
<i>A.D. Mascarenhas</i>	<i>37 years</i>	<i>10 years</i>	<i>-</i>
<i>A. Correa</i>	<i>19 years</i>	<i>-</i>	<i>-</i>
<i>G. Tavares</i>	<i>20 years</i>	<i>3 years</i>	<i>-</i>
<i>K. Mody</i>	<i>16 years</i>	<i>-</i>	<i>-</i>
<i>S. Rao</i>	<i>11 years (P.T.)</i>	<i>-</i>	<i>-</i>

16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?  
*None*
17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?  
*80%*
18. List the major thrust areas within the subject in which research activities are being pursued.  
  - *Finance*
  - *Monetary Policy and Financial Sector Reforms*
  - *Public Finance*
19. Give details of ongoing projects funded by external agencies:  
*Not applicable.*
20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medical facilities etc.) acquired over the years?  
*Computing facilities are available in the Central Computer Laboratory.*

21. What is the total number of publications (add the list) of the department in the last five years?

*03 International publications and 01 Indian publication + 12 co-authored text books (for UG and PG students).*

*See list attached after the profiles of the Department.*

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?  
*No*

23. What is the average work load in terms of actual contact lectures per week per teacher?  
*20 lectures per week.*

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?  
*04 hours of lecture time and 01 hour on activities of various committees per day.*

25. Does the department monitor overall performance of students through regular assessments?

Yes ☒ No ☐

If yes, give methods and details of assessment.

*Class tests, first term examinations, preliminary examinations.*

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

*Teachers update themselves by attending orientation and refresher courses, attending workshops, seminars, reading new publications and journals and accessing information from the internet.*

27. What is the annual budget allocation of the college to the department?  
*Each department is given funds as and when required.*

28. How much of research funding has been generated by the teachers from other agencies?  
*Not applicable*

29. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes ☐ No ☒



30. Furnish the following details:

Particulars	UG B.A.		UG B.Com.	
Ratio of applications to available seats	<1		>1	
Success rate (examination results)	2001-02	100%	2001-02	97.3%
	2002-03	100%	2002-03	94.1%
Progression to higher education rate	Data collection is in progress			
Employment rate	Data collection is in progress			
Ratio of part-time teachers to full-time teachers	1:4			
Ratio of academic staff to administrative staff	-			

31. Furnish the following data:

- Ratio of students to teachers 353:1 (approx)
- Number of research papers published 04

32. Has the department received any special support for teaching or research?

Yes ☒ No ☐

33. Any other information which highlights the unique achievements of the department.

*The papers taught, the unique achievements of the department, and the personal profiles of the individual staff members are given below:*

#### DEPARTMENT OF ECONOMICS

CLASS	TITLE OF THE PAPERS TAUGHT	NAME OF THE LECTURER
F.Y.B.A.	Paper I : Economic Theory	Kashmira Mody
S.Y.B.A.	Paper II : Public Finance and International Trade (2001-02) Macroeconomics (2002-03)	Prin. A.D. Mascarenhas Dr. Graciella Tavares
	Paper III : Sectoral Problems of the Indian Economy (2001-2002) Policies and Prospects of Indian Economy (2002-03)	Dr. Sujatha Rao  Kashmira Mody
T.Y.B.A.	Paper IV : Economic Theory ( Advanced)	Prin. A.D. Mascarenhas Dr. Graciella Tavares



	Paper V : Growth and Development	Kashmira Mody
	Paper VI : Indian Financial System	Amelia Correa
	Paper VII : Research Methodology in Economics	Dr. Graciella Tavares
	Paper VIII : Elementary Mathematical and Statistical Techniques for Economics	Dr. Graciella Tavares
	Paper VIII : International Economic Policy and Practice. (2001-02) History of Economic Thought (2002-03)	Amelia Correa
	Paper IX : Computer Application to Economic Analysis	Dr. Sujatha Rao

#### DEPARTMENT OF BUSINESS ECONOMICS

CLASS	TITLE OF THE PAPERS TAUGHT	NAME OF THE LECTURER
F.Y.B.Com.	Business Economics I	Kashmira Mody
S.Y.B.Com.	Business Economics II	Amelia Correa
T.Y.B.Com.	Business Economics III	Dr. Graciella Tavares

F.Y.B.Com.	Paper I : Foundation Course (Social Awareness and Current Affairs)	Dr. Sujatha Rao
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## UNIQUE ACHIEVEMENTS

At the Second Year B.A. level, in the year 2001-2002 students were exposed to applicable theories of both Public Finance and International Trade. In the case of Public Finance, in order to cultivate the habit of research, books were circulated among the students and they were instructed to review them. The experiment was a success.

In the Second Year B.Com. class, since the course is comprehensive and includes open-economy considerations students were introduced to the tension between the Classical and the Keynesian views of the world. Projects based on the syllabus were assigned to all the students. They were presented in class and graded. The quality of the investigations was high.

The Third Year B.A. Paper VI covers the Indian Financial System. Here 20% of the marks are allotted for project work.

Paper IX is concerned with computer applications. 20% of the marks are allotted for practicals making it more interesting for the students as well as giving them hands-on experience.

The Third Year B.Com. paper covers the Indian economy comprehensively. Topics in the syllabus were assigned to students who presented their findings in the form of lectures.

In 2002-2003 at the Second Year B.A. level topics like the Kelkar Committee Report and the growing fiscal deficit of the state of Maharashtra were offered to the students. They were researched and presented in class.

At the Second Year B.Com. Students were advised to present topics like the changing role of the IMF, the WTO and the formation of regional trading blocs. The student put forward power point presentations and used the OHP for other presentations. The motivation and effort put into their projects was commendable.

The Third Year B.Com. class was introduced to the concept of disseminating essential economics information to non specialists through the use of bulletin boards and the like. Also, in order to prepare them for forthcoming group discussions and interviews, students were encouraged to choose topics they were most interested in and initiate discussions in small groups.

During the current academic year the Department of Economics organized a full day workshop for all college teachers of the University of Mumbai teaching Paper IV (TYBA), Advanced Economic Theory, on August 07, 2003, as the syllabus was revised. The workshop was inaugurated by Principal Sule, Chairman, Board of Studies for Economics. It was attended by around 50 teachers. The workshop consisted of four sessions. The resource persons were those who were involved in revising the syllabus.



They provided insights as to why the syllabus was revised. They also extensively discussed each topic providing references as they went along. The last session dealt with typical questions and paper pattern. Teachers broke up into groups which allowed for extensive discussion. Their recommendations were then compiled and handed over to the Board of Studies.

A bi-monthly quiz called ECO-GENIUS was held on fundamental concepts for the First Year B.A./B.Com. students beginning July 2003.

Students of the S.Y.B.A. were asked to collect information on the functioning of commercial banks and to work out and examine the behavior of the exchange rate between the Indian Rupee and the American Dollar. Every Saturday, five S.Y.B.A. students collate and display on the Notice Board five or six news items which appear in the newspapers during the week and which have a bearing on the Indian economy. This is an effort to link everyday economic events to what is learnt in class.

The S.Y.B.Com. students were assigned projects for relevant parts of the syllabus which will be presented in class. The working of a stock exchange was discussed and a stock exchange game is being introduced.

Students of the T.Y.B.A. Research Methodology paper, are undertaking a survey of the amount of pocket money given/earned and spent by our college students.

Students of the T.Y.B.Com. class presented seminars on topics of their choice which ranged from international issues to issues faced by students in their present environment.



## PERSONAL PROFILE

**NAME** : Mr. A. D. Mascarenhas

**QUALIFICATION** : M.A., LL.B.

**DESIGNATION** : Principal

**TEACHING EXPERIENCE** : Total no. of years: 37  
Full Time: 30 years, Sathaye College  
07 years,  
St. Andrew's College

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.A.,  
F.Y./ S.Y./ T.Y.B.Com.,  
F.Y.B.Sc.,  
M.A., M.Com., M.M.S., M.B.A.  
Counsellor, I.G.N.O.U. (8 YEARS)

**ADMINISTRATIVE EXPERIENCE** : Assistant Principal (Sathaye College)

**ACTIVITIES UNDERTAKEN** :  
*College:*  
Head of Department of Economics  
and  
Business Economics,  
Sathaye College (10 years)

*Post Graduate:*  
Assistant Coordinator,  
I.G.N.O.U. Centre, Sathaye College

*University:*  
Member, Board of Studies in  
Economics  
Member, Faculty of Arts,  
Chairperson, University of  
Mumbai Basketball Tournament  
Examiner, F.Y. / T.Y.B.A.  
Chairperson /Paper Setter, T.Y.B.A.  
Paper Setter, T.Y.B.Com.  
Business Economics III

## PERSONAL

### Resource Person:

B.M.S. Workshop on International Finance

Refresher Course for Commerce

Faculty conducted by

N. M. College

(on a subject related to Economics)

### Nominated to:

The Executive Committee of the Univ. of Mumbai College

Principal's Association

(1998-2002).

The Maharashtra Association Education Institution's Executive Committee (1999-2003).

### Elected to:

The Maharashtra Association Education Institution's Executive Committee, 2003

### Publications:

#### Textbooks-Undergraduate

Co-author of

- (1) Foundation Course
- (2) Current Affairs
- (3) Elements of Social and Economic life in India
- (4) Economic Theory
- (5) Prospects and Policies of the Indian Economy
- (6) Macroeconomics
- (7) Business Economics – I
- (8) Business Economics – II
- (9) Development Issues of Indian Economy
- (10) Managerial Economics – A Micro Analysis
- (11) Managerial Economics – A Macro Analysis

#### Textbook-Postgraduate

Elements of Global Trade and Finance

## PERSONAL PROFILE

- NAME** : Mrs. Amelia Correa
- QUALIFICATION** : M.A., M.Phil.
- DESIGNATION** : Senior Scale Lecturer, Head of Department
- TEACHING EXPERIENCE** : Total no. of years: 19  
Full Time:18 years, St.Andrew's College  
Part Time:01 year, St.Andrew's College
- CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.A.  
S.Y./T.Y.B.Com
- ACTIVITIES UNDERTAKEN** :
- College:*  
Chairperson, Students' Council  
Chairperson, Discipline Committee  
Chairperson, Examination Committee  
Staff Representative at the L.M.C  
Member, Admission Committee  
Member, Steering Committee  
Member, Grievance Committee  
Moderator, S.Y.B.Com.
- University:*  
Paper Setter/ Examiner,  
T.Y.B.A. Paper-VI  
Attended U.G.C. Refresher Course  
organized by The Academic Staff College  
University of Mumbai, Jan.2000  
Organised / Attended workshop  
for T.Y.B.A. Paper- IV
- Foreign Publications:*  
Getting the Financial Institutions Right,  
with R. Correa ,*Savings and Development*,  
No.3, pp.295-306  
A Structural Case for International  
Cooperation, 2003, (with R. Correa),  
*Journal of Economic Integration*, Vol.18,  
No.2, pp.406-419.



## PERSONAL

The Subgame Imperfection  
of Financial Capitalism, 2003  
(with R. Correa, D. Tripathi  
Rao and G. Tavares), *Journal  
of Interdisciplinary  
Economics*, Vol.14, No.1, pp.3-12.

### Indian Publication:

Stock Markets and Banks: Complements  
or Substitutes? 2002, (with R. Correa, D.  
Tripathi Rao and G. Tavares), *Udyog  
Pragati*, Vol.26, No.1, pp.10-18.

NAME

Mrs.

QUALIFICATION

Ph.D.

DESIGNATION

Reader

TEACHING EXPERIENCE

Total

CLASSES TAUGHT

F.Y./S.Y./T.Y.B.A.,  
F.Y./T.Y.B.Com.,  
F.Y.B.Com.(A & F),  
S.Y.B.Sc., S.Y.B.Sc.(Tech),  
M.A., M.S.W.

ACTIVITIES UNDERTAKEN

### College

Chairperson, Attendance Committee  
Chairperson, Unfair Means Inquiry  
Committee  
Chairperson, Time-Table Committee  
Coordinator, Value Education  
S.Y.B.A./B.Com.  
Member, Examination Committee  
Moderator, F.Y.B.Com., S.Y.B.A.

### University

Visiting Faculty, Watehal Institute of  
Electronic Engineering and Computer  
Technology  
Paper Setter/ Examiner T.Y.B.A.  
Paper - VII / VIII  
Examiner, T.Y.B.Com.

### Post Graduate Institute

Nirmala Niketan College of Social Work  
S.N.D.T. University  
Coordinator, I.G.N.O.A.  
Paper setter/ Examiner - Moderator  
M.S.W. (I)

### Workshops/ Seminars/ Conferences

Revision of T.Y.B.Com. Business  
Economics-III Syllabus, Aug. 2002

## PERSONAL PROFILE

- NAME** : Miss Graciella Tavares
- QUALIFICATION** : Ph.D.
- DESIGNATION** : Reader, Head of Department of  
Business Economics
- TEACHING EXPERIENCE** : Total no. of years: 20  
Full Time: 18 years, St. Andrew's College  
02 years, K.C. College
- CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.A.,  
F.Y./ T.Y.B.Com.,  
F. Y.B.Com.(A & F),  
S.Y.B.Sc, S.Y.B.Sc (Tech)  
M.A., M.S.W
- ACTIVITIES UNDERTAKEN** :
- College:*  
Chairperson, Attendance Committee  
Chairperson, Unfair Means Inquiry  
Committee  
Chairperson, Time-Table Committee  
Coordinator, Value Education  
S.Y.B.A./ B.Com  
Member, Examination Committee  
Moderator, F.Y.B.Com, S.Y.B.A.
- University:*  
Visiting Faculty, Watumal Institute of  
Electronic Engineering and Computer  
Technology  
Paper Setter/ Examiner T.Y.B.A.  
Paper – VII / VIII  
Examiner, T.Y.B.Com.
- Post Graduate lectures:*  
Nirmala Niketan College of Social Work  
S.N.D.T. University  
Counsellor, I.G.N.O.U.  
Paper setter/ Examiner / Moderator  
M.S.W. (I)
- Workshops / Seminar Attended:*  
Revision of T.Y.B.Com Business  
Economics III Syllabus, Aug. 2002

## PERSONAL PROFILE

Quality Education A NAAC Perspective,  
March 2003

E-Commerce at S.N.D.T. University

NAME : Miss Kashmira P. Mosty

QUALIFICATION

: M.A. Organised and attended a workshop for  
T.Y.B.A Paper – IV, Aug. 2003

DESIGNATION

: *Foreign Publication:*

TEACHING EXPERIENCE

: The Subgame Imperfection  
of Financial Capitalism, 2003

(with R. Correa, D. Tripathi  
Rao and A. Correa), *Journal  
of Interdisciplinary Economics*,  
Vol.14, No.1, pp.3-12

CLASSES TAUGHT

: *Indian Publication:*

ACTIVITIES UNDERTAKEN

Stock Markets and Banks:  
Complements or Substitutes?  
2002, (with R. Correa, D.  
Tripathi Rao and A. Correa), *Udyog Pragati*,  
Vol.26, No.1, pp.10-18.

Prof.-in-Charge, IN TUNE - The  
Andhra Music Fest

Coordinator, Value Education for  
F.Y./B.A.&B.Com.

Associate Editor/On the Editorial Board  
for the Annual Magazine

Member, L.M.C.

Member, Grievance Committee

*Seminars / Workshops Attended*

National Level (organized by the  
Centre for Advanced Studies,  
Maharaja University), The Indian  
Economy in the New Millennium,  
March 2003.

Referee, Institutions and Policies.

Challenges Confronting the Indian

Economy, March 2001.

Contributions to Indian Political

Economy, March 2002

International Trade Issues

organized by Lala Lajpat Rai College,

January 2001



## PERSONAL PROFILE

**NAME** : Miss Kashmira P. Mody

**QUALIFICATION** : M.A., (N.E.T.)

**DESIGNATION** : Senior Scale Lecturer

**TEACHING EXPERIENCE** : Total no. of years: 16  
Full Time: 13 years, St. Andrew's College  
03 years, St. Xavier's College

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.A.,  
F.Y.B.Sc.  
F.Y./ S.Y./ T.Y.B.Com.

**ACTIVITIES UNDERTAKEN** :  
*College:*  
Chairperson, Andean Excellence  
Programme  
Prof.-in-Charge, Annual Western Music  
Talent Contest  
Prof.-in-Charge, IN TUNE – The  
Andean Music Fest  
Coordinator, Value Education for  
F.Y./B.A.&B.Com.  
Associate Editor/On the Editorial Board  
for the Annual Magazine  
Member, L.M.C.  
Member, Grievance Committee

*Seminars / Workshops Attended:*  
National Level (organized by the  
Centre for Advanced Studies,  
Mumbai Univ.): The Indian  
Economy in the New Millennium,  
March 2000.  
Reform, Institutions and Policies:  
Challenges Confronting the Indian  
Economy, March 2001,  
Contributions to Indian Political  
Economy, March 2002  
International Trade Issues  
organized by Lala Lajpatrai College,  
January 2001.

PERSONAL Revision of syllabus for the  
F.Y.B.A., June 2001.  
Revision of syllabus T.Y.B.A.  
Paper –IV, Aug.2003.  
U.G.C. Refresher Course in  
Economics, conducted by the  
Academic Staff College ,  
30 October – 23 November 2000.

NAME

Dr. S.

QUALIFICATION

P.D.

DESIGNATION

Lecturer (Post. Temp.)

TEACHING EXPERIENCE

Total No. of years: 9  
Post. Temp. Lecturer, St. Xavier's College

CLASSES TAUGHT

B.A. (Y.B.A.)  
F.Y.B.A.  
T.Y.B.A. (ECON.)

ACTIVITIES UNDERTAKEN

College  
Prof. in Charge, Econ.  
Prof. in Charge, Geography

University  
Paper Session/Examinations Moderator  
T.Y.B.A.M. Paper VI

Post Graduate Lectures  
Visiting faculty, M.E.T.

Lectures delivered -  
Current Economic Scenario, Vaidya College  
Aug. 1999  
Economic Reforms, Annual Raymond  
Memorial lectures

Articles Contributed  
The Education Times  
A chapter - State-Local Fiscal Relations -  
Implications for Decentralization  
in the book State-Local Fiscal  
Relations India, Manohar  
Publications, New Delhi

## PERSONAL PROFILE

**NAME** : Dr. Sujatha Rao

**QUALIFICATION** : Ph.D.

**DESIGNATION** : Lecturer (Part Time)

**TEACHING EXPERIENCE** : Total No. of years: 10  
Part Time: 10 years, St. Andrew's College

**CLASSES TAUGHT** : S.Y./ T.Y.B.A.,  
F.Y.B.Com.,  
F.Y./ S.Y./ T.Y.B.M.M.

**ACTIVITIES UNDERTAKEN** :

*College:*  
Prof.-in-Charge, Quiz  
Prof.-in-Charge, Encounter

*University:*  
Paper Setter/ Examiner/ Moderator  
T.Y.B.M.M. Paper VI

*Post Graduate lectures:*  
Visiting faculty, M.E.T

*Lectures delivered :*  
Current Economic Scenario, Valia College  
Aug. 1999  
Economic Reforms, Annual Raymond  
Memorial lectures

*Articles Contributed:*  
The Education Times.  
A chapter - State-Local Fiscal Relations –  
Implications for Decentralization  
in the book State-Local Fiscal  
Relations India, Manohar  
Publications, New Delhi.



# **Workshops/ Seminars Attended:**

## **National Level:**

Contributions to Indian Political Economy, organised by the Center for Advanced Studies, Univ. of Mumbai, March 2002.

International Trade Issues organized by Lala Lajpatrai College, Jan.2001

Foreign Collaboration And Capital Inflows in India: Emerging Trends and Implications, Aug 1999.

WTO and Global Business, organized by Lala Lajpatrai College, January 2001

T.Y.B.A., Economics Paper IX, at Somaiya College, 2001.

T.Y.B.M.M, Paper VI, at St. Andrew's College, 2002-2003

U.G.C. Orientation Course in Value Education organised by the Academic Staff College, Univ. of Mumbai, February-March 2003.

### III. Inputs from the Departments

1. Name and address of the department: *Department of Psychology,  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*
2. Telephone Number/s: *26401657, 26428684*
3. Date of establishment of the department: *1985*
4. Built-up area of the department in sq.m. *Not applicable.*
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>B.A.</i>	<i>U.G.</i>	<i>*</i>	<i>543</i>	<i>488</i>
<i>B.Com.</i>	<i>U.G.</i>	<i>*</i>	<i>517</i>	<i>590</i>

*\* All in-house students are admitted, other seats are filled on the basis of merit.*

6. Number of teaching, technical and administrative staff of the department:

	Male	Female	Total
Total no. of teachers	-	03	03
Teachers with Ph.D.or equivalent as the highest qualification	-	-	-
Teachers with PG or equivalent as the highest qualification	-	-	-
Teachers with other specific eligible qualification (specify)	-	02 <sup>^</sup> 01 <sup>#</sup>	03
Technical staff	-	-	-
Administrative Staff	-	-	-

*^ 02 M. Phil., # 01 S.E.T.*

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Number of students in the department during the current year:

*B.Com.*

	<i>Male</i>	<i>Female</i>	<i>Total</i>
Students from the same state where the college is located	245	331	576
Students from other states of India	05	09	14
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	250	340	590

*B.A.*

	<i>Male</i>	<i>Female</i>	<i>Total</i>
Students from the same state where the college is located	99	386	485
Students from other states of India	-	02	02
NRI students	-	-	-
Other overseas students	-	01	01
Grand Total	99	389	488

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?  
 Yes ☒ No ☐

10. Furnish the following details (in figures):

• Books in the department library:	10
• Journals/ periodicals subscribed by the department	<i>Journals/periodicals are not subscribed department-wise. They are available for all the departments.</i>
• Computers in the department	<i>Departments do not have separate computers. However, computers are available in the Central Computer Laboratory as and when required.</i>
• Research projects completed during the last three years and their total outlay	<i>Nil</i>
• Ongoing research projects	<i>Nil</i>
• Teachers who have attended national/international seminars during the last two years:	<i>Nil</i>
• Teachers who have been resource persons at workshops/ seminars during the last two years	<i>Nil</i>



11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	UG	Total	UG	UG	Total
Admitted to the programme (entry year)	TYBA 228	TYBCOM. -	-	TYBA 185	TYBCOM. -	-
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	102	50	152	85	117	202
Passed in the final exam	102	50	152	85	117	202
Passed in the first class	31	45	76	25	82	108
University ranks, if any	-	-	-	-	-	-

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 03

Filled: 03

13. How often were national/international seminars, workshops, etc. organized at the department?

14. Are there any international or national links/collaborations for teaching, research or both?

No

15. (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qual.	Specialization	Age	Sex
Shubda Malhotra	Head of Department	M.Phil.	Industrial Psychology	36	Female
Sharmila Dhote	Lecturer	M.A., S.E.T.	Clinical Psychology	37	Female
Aurelia Barno	Lecturer	M.Phil.	Counselling Psychology	39	Female

- (b) Experience of the teachers:

Name of the Teacher	UG	PG	Research
Shubda Malhotra	08 years*	-	-
Sharmila Dhote	08 years #	-	-
Aurelia Barno	16 years ^	-	-

\* 01 year part time, # not continuous, ^ 01 year part time and not continuous

16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?  
*None*
17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?  
*Nil*
18. List the major thrust areas within the subject in which research activities are being pursued.  
*None*
19. Give details of ongoing projects funded by external agencies:  
*Not applicable.*
20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medical facilities etc.) acquired over the years?  
*Computing facilities are available in the Central Computer Laboratory.*
21. What is the total number of publications (add the list) of the department in the last five years?  
*Nil*
22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?  
*No*
23. What is the average work load in terms of actual contact lectures per week per teacher?  
*20 lectures per week.*
24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?  
*04 hours of lecture time and 01 hour on activities of various committees per day.*
25. Does the department monitor overall performance of students through regular assessments?

Yes ☒

No ☐

If yes, give methods and details of assessment.

*Class tests, first term examinations, preliminary examinations.*



26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.  
*Teachers update themselves by attending orientation courses, seminars, workshops, reading of new publications and journals, and accessing information from the internet.*
27. What is the annual budget allocation of the college to the department?  
*Each department is given funds as and when required.*
28. How much of research funding has been generated by the teachers from other agencies?  
*None*
29. Do the teachers offer consultancy services and earn revenue for the college / department?  
Yes ☐ No ☒
30. Furnish the following details:

Particulars	UG B.A.		UG B.Com.	
Ratio of applications to available seats	>1		>1	
Success rate (examination results)	2001-02	100%	2001-02	100%
	2002-03	100%	2002-03	100%
Progression to higher education rate	<i>Data collection is in progress</i>			
Employment rate	<i>Data collection is in progress</i>			
Ratio of part-time teachers to full-time teachers	<i>All teachers are full time teachers</i>			
Ratio of academic staff to administrative staff	-			

31. Furnish the following data:
- Ratio of students to teachers *359:1*
  - Number of research papers published *None*
32. Has the department received any special support for teaching or research?  
Yes ☐ No ☒
33. Any other information which highlights the unique achievements of the department.  
*The papers taught, the unique achievements of the department, and the personal profiles of the individual staff members are given below:*



CLASS	TITLE OF THE PAPERS TAUGHT	NAME OF THE LECTURER
F.Y.B.A.	Paper I : General Psychology	Sharmila Dhote Aurelia Barno
S.Y.B.A.	Paper II : Social Psychology Paper III : Human Development	Shubda Malhotra Sharmila Dhote Aurelia Barno
T.Y.B.A.	Paper IV : Psychological Testing and Statistics Paper V : Abnormal Psychology Paper VI: Industrial & Organizational Psychology	Sharmila Dhote  Aurelia Barno  Shubda Malhotra

F.Y.B.A.	Paper I : Foundation Course (Social awareness and Current Affairs)	Sharmila Dhote Aurelia Barno
S.Y.B.A.	Paper II : Foundation Course (Story of Science and Ecological Studies)	Sharmila Dhote Aurelia Barno
F.Y.B.Com.	Paper I : Foundation Course Social Awareness and Current Affairs	Sharmila Dhote Aurelia Barno
S.Y.B.Com.	Paper II : Foundation Course (Story of Science and Ecological Studies)	Shubda Malhotra Aurelia Barno

### UNIQUE ACHIEVEMENTS

At the first year level some of the topics have a high degree of applicability so, discussion of real life / personal examples are a regular feature of the lecture.

At the Second year B.A., for Paper II, one of the teaching technique employed is role – play, of the actual experiment conducted by a psychologist for a particular topic. This provides students with a better understanding of the results of the research. Students are encouraged to present their personal experiences. Class presentation with the help of OHP on ‘The Self’: components of one’s identity’ was done by students. For Paper III, the faculty member explains the theories of development by giving practical examples and reviewing different research studies done with regard to various aspects of development

For Paper IV at the third year B.A. the lecturer adopts a teaching approach customized to each student. For Paper V, different case studies are reviewed thereby bringing into play its practical applications. Class discussions are encouraged particularly when students cite cases they are familiar with. Student presentations were held on 'Social Phobia', and on 'Anxiety Disorders'. For Paper VI, to capture the interest and to promote a more practical understanding – case studies of various organizations is discussed, and other media source is also used as a vital teaching aid to sensitize the students to the problems faced by the employees in the work place.

At the Third year B.Com, topics are discussed using case studies. To enable students to develop insights into the challenges faced by the managers, role-play is the preferred method of capturing the interest of the students and it facilitates a better understanding of the subject. For practical application of psychological concepts, questionnaires on topics like self esteem, motivation and listening skills were administered to students. Exercises to handle and assess levels of stress were also introduced to students.

The Andrean Psychology Team (A.P.T.) organized:

A talk by a team of resource persons from SITEL Corporation on 'Consumer Service Professional' in August 2001.

Ms. S. Muley (a career counselor) presented a talk on 'Careers in Psychology' in September 2001. She writes for 'Education Times'.

Two of the lecturers of the department work with the counseling unit to help the students deal with interpersonal relationship difficulties, low self-confidence and help them overcome fear of examinations.

A Psychological Workshop on Personality Development and Self Awareness was organized and conducted along with Fr. Lionel Braganza on 18th January 2002.

On the 26<sup>th</sup> of August 2003, APT organized an Andrean Psychology Quiz.

A talk was organized on 'Problems of Adolescence' by Dr. V. Vahia, Chairman of Indian Psychiatry Association, faculty member at the International College of Neuro-Psychology Pharmacy and also a Prof. of Psychiatry at Dr. R. N. Cooper Hospital and Seth G.S. Medical College.



## PERSONAL PROFILE

**NAME** : Mrs. Shubda Malhotra

**QUALIFICATION** : M.Phil (Industrial & Organizational Psychology)

**DESIGNATION** : Lecturer, Head of Department

**TEACHING EXPERIENCE** : Total no. years: 08 years and 6 months  
Full Time: 07 years, St. Andrew's  
Part Time: 01 year 6mths, Valia College

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.A.,  
F.Y./ S.Y./ T.Y.B.Com.

**ACTIVITIES UNDERTAKEN** :

*College:*  
Prof.-in- Charge: College Quiz  
Prof.-in- Charge: N.S.S.Unit  
Prof.-in- Charge: Career Cell  
Prof.-in-Charge: Inter-Collegiate Events  
Member, Discipline Committee  
Moderator, F.Y./S.Y.B.A.

*University:*  
Examiner, T.Y.B.Com-Industrial  
Psychology (Applied Component)

*Outside:*  
*Workshops Attended:*  
Dealing with Difficult people, Sept.2001,  
Panel Discussion, Apathy, Sept.2002,  
both conducted by R.D. National College.  
Attended an Orientation Course conducted  
by the Academic Staff College, Univ. of  
Mumbai, Oct.2002



## PERSONAL PROFILE

**NAME** : Mrs. Sharmila Dhote

**QUALIFICATIONS** : M.A.(Clinical Psychology), S.E.T.

**DESIGNATION** : Lecturer

**TEACHING EXPERIENCE** : Total no.of years : 08  
Full Time: 08 years, St. Andrew's College  
(with breaks)

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.A.,  
F.Y./ S.Y.B.Com.

**ACTIVITIES UNDERTAKEN** : *College:*  
Prof.-in-Charge, NSS  
Prof.-in-Charge, Quiz Competitions  
Moderator, S.Y.B.A.  
*University:*  
Examiner, T.Y.B.A. Paper-IV  
*College:*  
Prof.-in-Charge, Discussion and Debate  
Member, Academic Excellence Programme  
In-house Counselor  
*University:*  
Examiner / Paper Setter, T.Y.B.A. Paper-V  
*Outside:*  
Attended:  
Level I Training on Eye Movement  
Desensitization and Reprocessing  
April 2001 organized by the Bombay  
Psychology Association  
Intervention on Suicide, June 1998,  
organized by Exira Mental Studies Unit  
of Mumbai

## PERSONAL PROFILE

NAME

: Mrs. Aurelia Barno

QUALIFICATIONS

: M.A. (Educational Psychology and Counselling), M.Phil.

DESIGNATION

: Lecturer

TEACHING EXPERIENCE

: Total no.of years: 16

Full Time: 15 years, (with breaks)

03 years, St. Andrew's College

02 years, Wilson College

-Leave Vacancy

10 years, Bhavan's College

Part Time: 01 year, St. Andrew's College

CLASSES TAUGHT

: F.Y./S.Y./T.Y.B.A.,

F.Y./S.Y./T.Y.B.Com.,

F.Y.B.M.S, F.Y.B.M.M.

ACTIVITIES UNDERTAKEN

:

College:

Prof.-in-Charge, Elocution and Debate

Member, Andean Excellence Programme

In-house Counsellor

University:

Examiner / Paper Setter, T.Y.B.A. Paper-V

Outside:

Attended:

Level I Training on Eye Movement

Desensitization and Reprocessing

April 2001, organized by the Bombay

Psychology Association

Intervention on Suicide, June 1998.

organized by Extra Mural Studies Univ. of Mumbai

### III. Inputs from the Departments

- Name and address of the department: *Department of Sociology,  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*
- Telephone Number/s: *26401657, 26428684*
- Date of establishment of the department: *1985*
- Built-up area of the department in sq.m. *Not applicable.*
- List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>B.A.</i>	<i>U.G.</i>	<i>*</i>	<i>538</i>	<i>502</i>

*\* All in-house students are admitted, other seats are filled on the basis of merit.*

- Number of teaching, technical and administrative staff of the department:

	<i>Male</i>	<i>Female</i>	<i>Total</i>
Total no. of teachers	-	02	02
Teachers with Ph.D.or equivalent as the highest qualification	-	-	-
Teachers with PG or equivalent as the highest qualification	-	-	-
Teachers with other specific eligible qualification (specify)	-	02#	02
Technical staff	-	-	-
Administrative Staff	-	-	-

*# 01 M. Phil., 01 LL.B., N.E.T.*

- Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, to what extent?

*Selection of papers at T.Y.B.A. (Paper VI, VII & VIII)*



8. Number of students in the department during the current year:

	Male	Female	Total
Students from the same state where the college is located	97	401	498
Students from other states of India	-	02	02
NRI students	-	-	-
Other overseas students	-	02	02
Grand Total	97	405	502

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?

Yes ☒ No ☐

10. Furnish the following details (in figures):

• Books in the department library:	10
• Journals/ periodicals subscribed by the department	<i>Journals/periodicals are not subscribed department-wise. They are available for all departments.</i>
• Computers in the department	<i>Departments do not have separate computers. However, computers are available in the Central Computer Laboratory as and when required.</i>
• Research projects completed during the last three years and their total outlay	<i>Nil</i>
• Ongoing research projects	<i>Nil</i>
• Teachers who have attended national/international seminars during the last two years:	<i>Nil</i>
• Teachers who have been resource persons at workshops/ seminars during the last two years	<i>Nil</i>

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	200	-	200	230	-	230
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	130	-	130	124	-	124
Passed in the final exam	130	-	130	123	-	123
Passed in the first class	21	-	21	47	-	47
University ranks, if any	-	-	-	-	-	-

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 02

Filled: 02

13. How often were national/international seminars, workshops, etc. organized at the department?

-

14. Are there any international or national links/collaborations for teaching, research or both?

No

- 15.

- (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

<i>Name of the Teaching staff</i>	<i>Designation</i>	<i>Highest Qual.</i>	<i>Specialisation</i>	<i>Age</i>	<i>Sex</i>
<i>Shirly George</i>	<i>Head of Department</i>	<i>M.Phil.</i>	<i>Sociology of Education</i>	<i>40</i>	<i>Female</i>
<i>Vatika Sibal</i>	<i>Lecturer</i>	<i>M.A., N.E.T., LL.B.</i>	<i>Women Studies</i>	<i>29</i>	<i>Female</i>

- (b) Experience of the teachers:

<i>Name of the Teacher</i>	<i>UG</i>	<i>PG</i>	<i>Research</i>
<i>Shirly George</i>	<i>10 years</i>	<i>-</i>	<i>-</i>
<i>Vatika Sibal</i>	<i>04 years</i>	<i>-</i>	<i>-</i>

16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?

None

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

None

19. Give details of ongoing projects funded by external agencies:

Not applicable.



20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medical facilities etc.) acquired over the years?  
*Computing facilities are available in the Central Computer Laboratory.*
21. What is the total number of publications (add the list) of the department in the last five years?  
*Nil*
22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?  
*No*
23. What is the average work load in terms of actual contact lectures per week per teacher?  
*20 lectures per week.*
24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?  
*04 hours of lecture time and 01 hour on activities of various committees per day.*
25. Does the department monitor overall performance of students through regular assessments?  
Yes ☒ No ☐  
If yes, give methods and details of assessment.  
*Class tests, first term examinations, preliminary examinations.*
26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.  
*Teachers update themselves by attending orientation and refresher courses, attending workshops, seminars, reading new publications and journals and accessing information from the internet.*
27. What is the annual budget allocation of the college to the department?  
*Each department is given funds as and when required.*
28. How much of research funding has been generated by the teachers from other agencies?  
*None.*
29. Do the teachers offer consultancy services and earn revenue for the college / department?  
Yes ☐ No ☒



30. Furnish the following details:

Particulars	UG	
Ratio of applications to available seats	> 1	
Success rate (examination results)	2001-02	100%
	2002-03	99.9%
Progression to higher education rate	Data collection in progress	
Employment rate	Data collection in progress	
Ratio of part-time teachers to full-time teachers	All teachers are full time teachers	
Ratio of academic staff to administrative staff	-	

31. Furnish the following data:

- Ratio of students to teachers 251:1
- Number of research papers published None

32. Has the department received any special support for teaching or research?

Yes ☒ No ☐

33. Any other information which highlights the unique achievements of the department.

The papers taught, the unique achievements of the department, and the personal profiles of the individual staff members are given below:

CLASS	TITLE OF THE PAPERS TAUGHT	NAME OF THE LECTURER
F.Y.B.A.	Paper I : Introduction to Sociology	Shirly George Vatika Sibal
S.Y.B.A.	Paper II : Current Issues in Indian Society	Vatika Sibal
	Paper III : Introduction to Sociological Perspectives and Indian Society	Shirly George
T.Y.B.A.	Paper IV : Industrial Sociology (2001-02) Social Theory (2002 – 03)	Shirly George Shirley George
	Paper V : Urban Sociology (2001-2002) Sociology of Work and Occupation (2002-03)	Vatika Sibal Shirly George
	Paper VI : Women & Society (2001-02) Sociology of Media and Communication in India (2002-03)	Vatika Sibal

	Paper VII : Social Research (2001-02) Urban Sociology (2002-03)	Shirly George Vatika Sibal
	Paper VIII : Sociology of Education (2001-02) Introduction to Human Resource Development (2002-03)	Vatika Sibal
	Paper IX : Social Change and Development (2001-02) Social Research (2002-03)	Shirly George

### UNIQUE ACHIEVEMENTS

At the first year level the paper “*Introduction to sociology*” familiarizes the students with the basic concepts in sociology. The students have done presentations on importance of social interactions in group behavior and the role of planned and unplanned change in society.

At the second year level the papers “*Current Issues in Indian society*” and “*Introduction to Sociological perspectives and Indian society*” acquaint the students with the writings of Indian sociologists and also deal with some of the major social problems faced by Indian society. Accordingly students have done presentation on the following topics:

Casteism in India.

Is Secularism a myth in contemporary Indian Society?

Changes in Indian society.

Role of reservation policy in bringing social equality in society

Demographic trends in Indian society

Globalization in Indian scene and its impact on the youth

In the year 2001-02 at the third year level the papers *Women and Society* and *Social Change and Development* were applied components. The student's had to submit a project report as part of the syllabi. The main areas included were the status of women, women and law, women and education and the major factors affecting social change in Indian society. For the paper urban sociology students submitted an assignment on problems of slums in cities.

The third year papers were revised in the year 2002-03.

Paper IV ‘*Social theory*’ provides students with an understanding of sociological theory and its application to social situation. The students did presentations and discussions on theories of Comte, Marx, Weber and Durkheim.

Paper V ‘*Sociology of Work and Occupation*’ acquaints the students with the social dynamics in the world of work with special reference to industry. The student submitted



assignments on globalization and its effect on the workers in the formal and informal sector.

In the Paper VII '*Urban Sociology*' the students did presentation on topics like social factors affecting population composition and commercialization of festivals in urban areas.

In the paper '*Human resource development*' the students have done a presentation on importance of managerial and communication skills in the formal sector.

Paper VI and IX being applied components the students have to submit a report on related topics. For paper *Sociology of Media and Communication* the students rely on secondary sources for their data. The topics were mainly on role of mass media in present society and its effects on children youth and senior citizens.

For the Paper XI '*Social Research*' students are required to submit a report on data garnered from field study. Accordingly the topics included study on hawkers, prostitutes, eunuchs and status of working women.

The Sociology association invited Ms. Flavia Agnes a leading advocate and the founder of MAJLIS (an organization catering to women in distress) on 19<sup>th</sup> aug 2002 to lecture on legal rights of women in India. Two documentary films 'kya apko pata hai' and 'horrors of womanhood' were shown to students which was followed by a discussion on legal and social problems faced by the youth in present times.

In the year 2002-03 the association undertook a study on 'the problems of the aged' (see appendix-). The purpose of the study was to give the students practical knowledge on how to do a research project. The students of the final year class constructed the questionnaire, the first year and second year students collected the data and helped to analyze the data.

Fr. S.M Michael (professor University Of Mumbai) gave a talk on changing culture and youth on 22<sup>nd</sup> Aug 2003. This was followed by a discussion on how western ideas influence the youth in third world countries.



## PERSONAL PROFILE

**NAME** : Mrs. Shirly Nancy George

**QUALIFICATION** : M.A, M.Phil.

**DESIGNATION** : Lecturer, Head of Department

**TEACHING EXPERIENCE** : Total no. of years: 10  
Full Time:10 years, St. Andrew's College

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.A.

**ACTIVITIES UNDERTAKEN** :

*College:*

- Member, Attendance Committee
- Member, Discipline Committee
- Member, Unfair Means Inquiry Committee
- Study undertaken: Problems of Old age  
Street Children

*Workshop/ Seminar Attended:*

- Revision of Syllabus, T.Y.B.A.
- Secularism in Contemporary  
India, conducted by the Dept. of  
Sociology, Univ. of Mumbai
- Refresher Course Nov.2001
- Orientation Course Nov.2002  
both conducted by the Academic  
Staff College Univ. of Mumbai

## PERSONAL PROFILE

**NAME** : Miss. Vatika Sibal

**QUALIFICATION** : M.A, L.L.B, N.E.T

**DESIGNATION** : Lecturer

**TEACHING EXPERIENCE** : Total no. of years: 04  
 Leave vacancy: 02 years  
 Full Time : 02 years,  
 St. Andrew's College

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.A.,  
 F.Y./ S.Y.B.M.M.

**ACTIVITIES UNDERTAKEN** :

*College:*  
 Member, Gender Issue Cell  
 Member, Andrean Excellence  
 Programme  
 Study undertaken: Problems of Old Age  
 Street Children

*Workshop/ Seminar Attended:*  
 Revision of Syllabus, T.Y.B.A.  
 Secularism in Contemporary India,  
 conducted by the Dept. of Sociology,  
 Univ. of Mumbai

*Outside:*  
*Resource person:* Streevani  
 Ishwani Kendra  
 Diocesan Youth Center  
 Member, Indian Association of Women  
 Studies

### III. Inputs from the Departments

- Name and address of the department: *Department of History,  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*
- Telephone Number/s: *26401657, 26428684*
- Date of establishment of the department: *1985*
- Built-up area of the department in sq.m. *Not applicable.*
- List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>B.A.</i>	<i>U.G.</i>	<i>*</i>	<i>232</i>	<i>199</i>

*\* All in-house students are admitted, other seats are filled on the basis of merit.*

- Number of teaching, technical and administrative staff of the department:

	Male	Female	Total
Total no. of teachers	-	01	01
Teachers with Ph.D.or equivalent as the highest qualification	-	-	-
Teachers with PG or equivalent as the highest qualification	-	-	-
Teachers with other specific eligible qualification (specify)	-	01# 01 <sup>+</sup>	01
Technical staff	-	-	-
Administrative Staff	-	-	-

*# 01 N.E.T. (2001-02), (has since resigned)*

*<sup>+</sup> 01 N.E.T. and S.E.T. Exam*

- Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, to what extent?

*Selection of paper at T.Y.B.A. (Paper VI).*



8. Number of students in the department during the current year:

	Male	Female	Total
Students from the same state where the college is located	55	144	199
Students from other states of India	-	-	-
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	55	144	199

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?

Yes ☒ No ☐

10. Furnish the following details (in figures):

• Books in the department library:	10
• Journals/ periodicals subscribed by the department	<i>Journals/periodicals are not subscribed department-wise. They are available for all the departments.</i>
• Computers in the department	<i>Departments do not have separate computers. However, computers are available in the Central Computer Laboratory as and when required.</i>
• Research projects completed during the last three years and their total outlay	<i>Nil</i>
• Ongoing research projects	<i>Nil</i>
• Teachers who have attended national/international seminars during the last two years:	<i>Nil</i>
• Teachers who have been resource persons at workshops/ seminars during the last two years	<i>Nil</i>

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	145	-	145	119	-	119
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	29	-	29	24	-	24
Passed in the final exam	29	-	29	24	-	24
Passed in the first class	06	-	06	-	-	-
University ranks, if any	-	-	-	-	-	-

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01

Filled: 01

13. How often were national/international seminars, workshops, etc. organized at the department?

-

14. Are there any international or national links/collaborations for teaching, research or both?

No

- 15.

- (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Sudha Rajashekaran (2001-2002)	Lecturer	N.E.T.	-	30	Female
Janine Coelho (2002-2003)	Lecturer	N.E.T. and S.E.T.	-	27	Female

- (b) Experience of the teachers:

Name of the Teacher	UG	PG	Research
Sudha Rajashekaran (2001-2002)	04 years	-	-
Janine Coelho (2002-2003)	01 year	-	-

16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?

None

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

None

19. Give details of ongoing projects funded by external agencies:

Not applicable.



20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medical facilities etc.) acquired over the years?

*Computing facilities are available in the Central Computer Laboratory.*

21. What is the total number of publications (add the list) of the department in the last five years?

*Nil*

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

*No*

23. What is the average work load in terms of actual contact lectures per week per teacher?

*20 lectures per week.*

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

*04 hours of lecture time and 01 hour on activities of various committees per day.*

25. Does the department monitor overall performance of students through regular assessments?

Yes ☒ No ☐

If yes, give methods and details of assessment.

*Class tests, first term examinations, preliminary examinations.*

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

*Teachers update themselves by attending workshops, seminars, reading of new publications and journals and accessing information from the internet.*

27. What is the annual budget allocation of the college to the department?

*Each department is given funds as and when required.*

28. How much of research funding has been generated by the teachers from other agencies?

*None*

29. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes ☐ No ☒



If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	
Ratio of applications to available seats	< 1	
Success rate (examination results)	2001-02	100%
	2002-03	100%
Progression to higher education rate	Data collection is in progress	
Employment rate	Data collection is in progress	
Ratio of part-time teachers to full-time teachers	01 full time	
Ratio of academic staff to administrative staff	-	

31. Furnish the following data:

- Ratio of students to teachers 199:1
- Number of research papers published none

32. Has the department received any special support for teaching or research?

Yes ☐ No ☒

33. Any other information which highlights the unique achievements of the department.

*The papers taught, the unique achievements of the department, and the personal profiles of the individual staff members are given below:*

CLASS	TITLE OF THE PAPERS TAUGHT	NAME OF THE LECTURER
F.Y.B.A.	Paper I : History of Modern India (2001-02) Landmarks in World History (2002-03)	Sudha Rajashekar Janine Coelho
S.Y.B.A.	Paper II : Landmarks in World History (2001-02) Landmarks in World History (2002-03)	Sudha Rajashekar Janine Coelho
	Paper III : Ancient India upto 1000 AD (2001-02) Ancient India upto 1000 AD (2002-03)	Sudha Rajashekar Janine Coelho
T.Y.B.A.	Paper IV : History of Medieval India (2001-02) History of Medieval India (2002-03)	Sudha Rajashekar Janine Coelho

	Paper V : History of Asia (2001-02) History of Asia (2002-03)	Sudha Rajashekar Janine Coelho
	Paper VI : Media (2001-02) Elements of Museology, Archaeology, Library and Archival Science (2002-03)	Sudha Rajashekar Janine Coelho

### UNIQUE ACHIEVEMENTS

At the first year level '*History of Modern India*' (up to 1964) covers the history of India from the early 19<sup>th</sup> century up to the end of the Nehru era. The students are expected to explain why there occurred so many social movements in the mid-19<sup>th</sup> century and what the impact on India as a whole was. Nehruvian economics and foreign policy are used for class debates and discussions. Students attended a screening of the film *Lagaan* followed by an appreciation from historical and technical (filmmaking) perspectives. Students also had a compulsory assignment of 20 marks, which could be on any topic from the syllabus.

In the year 2002-03 a new paper '*Landmarks in World History*' (*Renaissance to 1945*) was introduced at the first year level. Topics such as Napoleon Bonaparte, Stalinism, Kemal Pasha and Nationalist Movements in Asia have been added.

After observing some of the striking features of Renaissance paintings and architecture, the students viewed art of the Medieval Age, compared the two, and then proceeded to discuss the main trends of the Renaissance, its ideas etc. Though the project system has been discontinued, it provided them with practice, in gathering, compiling and presenting information in a systematic way.

The Revolutions, Socialism and Democracy were taught keeping in mind their influence on Asia and India. The UN and its role in Iraq crisis was discussed. American War of Independence and consequences of the Reformation were topics of discussion in the class.

At the second year level paper II '*Landmarks in World History*' cover topics such as the Reformation .it was taught with reference to the French Revolution and various aspects of Democracy. The Revolutions and World Wars were taught with relevant maps and pictures. (E.g. National Geographic Magazine's special edition of 1989 celebrating 200 years of the French Revolution

At the second year (2003-04) paper II '*History of Asia*' was introduced as the revised history syllabus. The paper focuses on the History of Modern Asia. The students also visited The Chhatrapati Shivaji Maharaj Vastu Sangrahalaya (formerly Prince Of Wales Museum of Western India) on 13<sup>th</sup> August 2003 to view the gallery of Chinese and



Japanese Decorative Arts. The Section on Japan's involvement in World War II included a class debate on the USA's use of the Atom bombs on Hiroshima and Nagasaki.

In the paper III '*Ancient India*' archaeological sources of Ancient Indian history was taught through discussion. The students made class presentations on South Indian temples, Jain Architecture and the smaller dynasties. Students did the chapter on Jainism through library research, which was followed by discussion.

In January 2002, the second year students visited the discovery of India exhibition at the Nehru center in Worli that traced the Indian history from pre-historic times to the end of Nehru –era.

At the third year the paper IV '*Medieval India*' the students did class presentation on the architecture, painting, music, education system and literature of the sultanate and Mughal periods. Students read verses of Urdu poetry to demonstrate the developments of languages and literature. Presentations were also made on Maratha forts and wadas, temples of Vijayanagara etc. the students were taken on a visit to The Chhatrapati Shivaji Maharaj Vastu Sangrahalaya (formerly Prince of Wales Museum of Western India) to view the Miniature painting gallery and the Arms and Armory gallery.

In paper V '*History of Asia*' discussions were held on current news and important articles were pinned on the History notice board. The third year students also held a screening of the award winning film, A Bridge on the River Kwai, as it was related to their study of East Asia during World War II.

The students visited The Bhaudaji Lad Museum, Byculla and heard Mr. Desai, the curator/director. They also visited The National Gallery of Modern Art for an Exhibition on the Parsis of Bombay 'Portrait of a Community.'

#### General Department Activities

In the Academic Year 2001-2002, The FYBA students ran a wall paper entitled, "*Historically Speaking*". It included topics such as Ancient Egypt, History of Cheese making, Fabrics of India etc. These were large running charts that provided pictures, diagrams and information on the chosen topics. Students were allowed free choice of themes, as food, fashion etc are also part of History.

Students also represented the department in various *Inter-college* activities. Ms. Farnaz Halim of the FYBA represented the department in an inter-college *Poster Competition*, conducted by Bhavan's College Andheri. Ms. Kavita Macwan (TYBA) and Ms. Nargis Nizami (FYBA) represented the department at the *Inter College History Quiz Competition*, arranged by Khalsa College.

The History association also conducted a *Local History Project* based on Mount Mary's Basilica in Bandra – students were taken there on a guided visit and then conducted



research on the history and legends associated with the Basilica. T. Student's research included interviews with local residents and clergy, consultation of books, etc.

The students were taken on a *Heritage walk* from Churchgate station to the *Chhatrapati Shivaji Maharaj Vaastu Sangrahalaya* (formerly Prince Of Wales Museum of Western India). The students observed and were told about the history of the Eros Theatre (Mumbai's first Art Deco building), the Oval, the University of Mumbai and the Rajabhai Tower. The walk proceeded along Mumbai's Golden Crescent – from Kala Ghoda's Army and Navy Building, Elphinstone College, Jehangir Art Gallery, Shivaji M. to the NGMA. They also visited the Chinese and Japanese decorative arts gallery of the Museum.

## PERSONAL PROFILE

NAME

: Mrs. Janine L. Coelho

QUALIFICATIONS

: M.A. (History), B.Ed., N.E.T., S.E.T.

DESIGNATION

Lecturer.

TEACHING EXPERIENCE

: Total no. of years: 02 (Leave Vacancy)  
Full Time: 01 year, St. Xavier's College  
01 year, St. Andrew's College

ACTIVITIES UNDERTAKEN

: College:  
Member, Andean Excellence  
Programme  
Member, Advisory Committee N.S.S.

### III. Inputs from the Departments

1. Name and address of the department: *Department of Commerce,  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*

2. Telephone Number/s: *26401657, 26428684*

3. Date of establishment of the department: *1985*

4. Built-up area of the department in sq.m. *Not applicable.*

5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>B.Com.</i>	<i>U.G.</i>	<i>*</i>	<i>1030</i>	<i>1027</i>
<i>B.A.</i>	<i>U.G.</i>	<i>*</i>	<i>104</i>	<i>212</i>

*\* All in-house students are admitted, other seats are filled on the basis of merit.*

6. Number of teaching, technical and administrative staff of the department:

	Male	Female	Total
Total no. of teachers	-	03	03
Teachers with Ph.D.or equivalent as the highest qualification	-	-	-
Teachers with PG or equivalent as the highest qualification	-	01	01
Teachers with other specific eligible qualification (specify)	-	01 <sup>+</sup> 01 <sup>#</sup>	01 01
Technical staff	-	-	-
Administrative Staff	-	-	-

<sup>+</sup> *B.Ed., S.E.T.*

<sup>#</sup> *D.B.M.*

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, to what extent?

*Selection of papers/applied components – Export Marketing/Marketing Research/Advertising*



8. Number of students in the department during the current year:

*B.Com.*

	<i>Male</i>	<i>Female</i>	<i>Total</i>
Students from the same state where the college is located	435	577	1012
Students from other states of India	05	10	15
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	440	587	1027

*S.Y.B.A.*

	<i>Male</i>	<i>Female</i>	<i>Total</i>
Students from the same state where the college is located	57	155	212
Students from other states of India	-	-	-
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	57	155	212

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?

Yes ☒

No ☐

10. Furnish the following details (in figures):

• Books in the department library:	15
• Journals/ periodicals subscribed by the department	<i>Journals/periodicals are not subscribed department-wise. They are available for all departments.</i>
• Computers in the department	<i>Departments do not have separate computers. However, computers are available in the Central Computer Laboratory as and when required.</i>
• Research projects completed during the last three years and their total outlay	<i>Nil</i>
• Ongoing research projects	<i>Nil</i>
• Teachers who have attended national/international seminars during the last two years:	02
• Teachers who have been resource persons at workshops/ seminars during the last two years	<i>Nil</i>

11. Details of the last two batches of students:  
*B.Com. (M.H.R.D.)*

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	368	-	368	369	-	369
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	334	-	334	321	-	321
Passed in the final exam	333	-	333	320	-	320
Passed in the first class	120	-	120	48	-	48
University ranks, if any	-	-	-	-	-	-

*Applied Component (Marketing Research)*

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	-	-	-	-	-	-
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	115	-	115	137	-	137
Passed in the final exam	115	-	115	137	-	137
Passed in the first class	46	-	46	41	-	41
University ranks, if any	-	-	-	-	-	-

*Applied Component (Export Marketing)*

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	-	-	-	-	-	-
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	34	-	34	25	-	25
Passed in the final exam	34	-	34	25	-	25
Passed in the first class	21	-	21	03	-	03
University ranks, if any	-	-	-	-	-	-

*S.Y.B.A.*

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	239	-	239	248	-	248
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	106	-	106	220	-	220



Passed in the final exam	72	-	72	174	-	174
Passed in the first class	34	-	34	46	-	46
University ranks, if any	-	-	-	-	-	-

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 03

Filled: 03

13. How often were national/international seminars, workshops, etc. organized at the department?

-

14. Are there any international or national links/collaborations for teaching, research or both?

No

15. (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qual.	Specialization	Age	Sex
Charmaine Braganza	Head of Dept., Sr. Lecturer	M.Com.	Statistics and Personnel Management	40	Female
Desiree Gonsalves	Sr. Lecturer	M.Com., D.B.M.	Financial Management	42	Female
Harmeet Bhasin	Lecturer	M.Com., S.E.T.	Financial Management	29	Female

- (b) Experience of the teachers:

Name of the Teacher	UG	PG	Research
Charmaine Braganza	17 years full time	-	-
Desiree Gonsalves	16 years*	-	-
Harmeet Bhasin	07 years#	-	-

\* 01 + 01 + 14 years full time (not continuous)

# 01 part time + 02 + 04 full time (not continuous)

16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?

None



17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?  
*Nil*
18. List the major thrust areas within the subject in which research activities are being pursued.  
*None*
19. Give details of ongoing projects funded by external agencies:  
*Not applicable.*
20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medical facilities etc.) acquired over the years?  
*Computing facilities are available at the Central Computer Laboratory.*
21. What is the total number of publications (add the list) of the department in the last five years?  
*Nil*
22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?  
*No*
23. What is the average work load in terms of actual contact lectures per week per teacher?  
*20 lectures per week.*
24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?  
*04 hours of lecture time and 01 hour on activities of various committees per day.*
25. Does the department monitor overall performance of students through regular assessments?  
Yes ☒ No ☐  
If yes, give methods and details of assessment.  
*Class tests, first term examinations, preliminary examinations.*
26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.  
*Teachers update themselves by attending orientation and refresher courses, attending workshops, seminars, reading of new publications and journals and accessing information from the internet.*

27. What is the annual budget allocation of the college to the department?  
*Each department is given funds as and when required.*
28. How much of research funding has been generated by the teachers from other agencies?  
*None*
29. Do the teachers offer consultancy services and earn revenue for the college / department?  
Yes ☐ No ☒
30. Furnish the following details:

Particulars	UG			
Ratio of applications to available seats	>1			
Success rate (examination results)	B.Com. (M.H.R.D.)		S.Y.B.A.	
	2001-02	99.70%	2001-02	67.92%
	2002-03	99.68%	2002-03	79.09%
	Applied Component (Marketing Research)			
	2001-02	100%		
	2002-03	99.27%		
	Applied Component (Export Marketing)			
	2001-02	100%		
	2002-03	100%		
Progression to higher education rate	Data collection is in progress			
Employment rate	Data collection is in progress			
Ratio of part-time teachers to full-time teachers	All teachers are full time teachers			
Ratio of academic staff to administrative staff	-			

31. Furnish the following data:
- Ratio of students to teachers *413:1*
  - Number of research papers published *none*
32. Has the department received any special support for teaching or research?  
Yes ☐ No ☒



33. Any other information which highlights the unique achievements of the department.

*The papers taught, the unique achievements of the department, and the personal profiles of the individual staff members are given below:*

CLASS	TITLE OF THE PAPERS TAUGHT	NAME OF THE LECTURER
F.Y.B.Com	Paper I : Business System and Society	Charmaine Braganza
S.Y.B.Com	Paper II : Business Environment and Development	Harmeet Kaur Bhasin
T.Y.B.Com	Paper III : Management and Human Resource Development	Desiree Gonsalves Charmaine Braganza

#### APPLIED COMPONENTS TAUGHT BY THE DEPARMENT

CLASS	TITLE OF THE PAPERS TAUGHT	NAME OF THE LECTURER
S.Y.B.A	Advertising	Desiree Gonsalves Charmaine Braganza Harmeet Kaur Bhasin
S.Y.B.Com	Advertising	Desiree Gonsalves
T.Y.B.Com	Export Marketing Marketing Research	Desiree Gonsalves Charmaine Braganza Harmeet Kaur Bhasin

#### UNIQUE ACHIEVEMENTS

In the year 2001-2002, the Commerce Department organized four industrial visits to Burroughs Wellcome, Kingfisher and London Pilsner Breweries. The objective of these visits was to give a practical perspective of manufacturing and business operations

The (Commercial Quotient) quiz was initiated this year as an Annual Activity. Business related questions were put on the notice board on a weekly basis.

The First Year B.Com. Students were introduced to the subject Business System and Society. Students were made to undertake Research Surveys and data collection on



Consumption Patterns(FMCG Products). Case studies on FMCG products were also discussed. Every student was then made to do a short presentation using Audio-visual techniques or charts.

At the Second Year B.Com. and Second Year B.A. level, the students were familiarized with the working of the advertising world, with the practical aspects of the subject. Apart from regular lectures, the S.Y.B.Com.'s had an ex-Andrean and copywriter Susheel Cherian talking to them about his personal experience on the highs and lows in Advertising and particularly his experience in the Creative Department. This advertising class also teamed together in groups of three to five and made innovative presentations on Product launches as well as Marketing and Media Research studies. Each project was submitted in the form of three-dimensional 'point-of-purchase' like displays, exhibiting the students creative skills. These projects were also subsequently displayed to other students in the college. The group members enacted out their campaigns, at times using audio-visual techniques. In the course of the year, controversial issues in Advertising were dealt with in the form of debates. Topics like 'Ethical Values' in Advertising, besides Cultural and Social impact were ideal for this platform. The module "Creativity in Advertising" was taught to the students with the help of the OHP used to display many innovative styles of advertisements, and students then made to do some exercises on the same. Ex-Andrean, Rahul Padukone, Accounts Executive with FortunePromo Seven, Dubai was invited to talk to the class. He recounted his days as an advertising student in St. Andrews and traced his career move from the Creative Department to Client Servicing, with some interesting anecdotes.

In the Third Year B.Com the Management and Human Resource Development paper the students are informed about the importance of management process, different styles of organisation as well as awareness of contemporary trends in production. They were made to read specific cases with regard to Management Planning, Directing and Controlling and then subsequently discussed the same in class. Mr. George Menezes, ex-HRD Head of Hoechst, was invited to conduct mock interviews for these T.Y.B.Coms. Willing participants actually gave in "mock" job application letters which were forwarded to him a week earlier and came appropriately dressed for the interview in front of the class. As Mr. Menezes interviewed them he simultaneously gave a critical evaluation to ensure the students in order to avoid similar pitfalls in a real life situation. The student's comprehension and recall ability and awareness of current management news were tested through a series of Quizzes and Management games throughout the year. Rehan Farias, an ex-student of St. Andrews College and now with the Tata Group spoke to the class about his experience as a Personnel Management student of Symbiosis, Pune. His job deals with recruitment and interviewing which he elaborated on.

In the Export Marketing subject, students were made to update themselves on available information in this area. Every lecture, students cut and compiled information from The Economic Times and The Times of India with regard to the module that was being covered in the lectures for further group discussions. Changes in Exim Policy, tariff barriers and duty drawbacks as well as issues concerning the WTO were some of the topics that were examined. A Quizzing Round was also held with regard to

'abbreviations' and terms that they had to memorise, and which every exporter is familiar with.

Another optional applied component subject Marketing Research gives an elementary knowledge to students in the area of techniques and methods used in conducting research activities. Students are put through case studies, debates and discussions.

During the year 2002-2003 S.Y.B.Com. Advertising students volunteers formed debate teams to discuss controversial issues relevant to the subject such as Ethics, Impact of Advertising on Consumer Prices as well as on Indian cultural values. The OHP was used to display many styles of selected advertisements in order to fully comprehend the module "Creativity in Advertising." Potential copywriters in class also got a chance to hone their skills through various exercises in doing 'Layouts' of advertisements. Mr. Neale Murray, Co-founder of Fountainhead Event Management Company was invited to talk to the class about a possible career choice in Event Management. Mr. Murray took the class through an excellent power-point presentation of an actual case study of a promotion that his firm had handled. His question-answer session at the end put to rest any misconceptions in terms of career advancement and post-graduate studies in this field. Leandros D'Silva, ex-Andrean and Youth Ambassador with the UN, was invited to speak to the T.Y.B.Com students. Having done a post-graduate diploma in Management from NMIMS, Leandro gave a first-hand account of the admission process with reference to the Written Test, Group Discussions and the Personal Interview. He inspired the final year students to aim high, recounting his travelling experiences, meeting and talking to youth the world over.

In the year 2003-2004 the paper on Marketing and Finance was reintroduced in S.Y.B.Com.

Guest lecturers, namely Mr.Ashish Sabnis of GSK addressed students on Presentation Skills and Dr. Narendra Panjwani spoke on the role of Media to the S.Y.B.A. students. Ms. Dina Mehta, an ex-IMRB employee spoke on the techniques of Marketing Research to the T.Y. B.Com students.



## PERSONAL PROFILE

**NAME** : Mrs. Charmaine Braganza

**QUALIFICATION** : M.Com.

**DESIGNATION** : Senior Lecturer, Head of Department

**TEACHING EXPERIENCE** : Total no. of years : 17  
Full Time: 16 years, St. Andrew's College  
01 year, Raheja College,

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y. B.Com.,  
S.Y. B.A.  
F.Y./ S.Y./ T.Y.B.M.S.  
T.Y.B.M.M

**ACTIVITIES UNDERTAKEN** :  
*College:*  
Member, Local Managing Committee  
Chairperson, Discipline Committee.  
Chairperson, Students' Council  
Member, Unfair Means Inquiry Committee.  
Prof.-in-Charge, In-Tune, AWMTC.  
Member, Advisory Committee NSS.  
Member, Purchase Committee.  
Member, Andrean Excellence Programme  
Moderator, F.Y./ S.Y.B.Com

*University:*  
Examiner, T.Y.B.Com. -M.H.R.D  
T.Y.B.M.M. Marketing Research

*Workshops / Seminars Attended:*  
*National Level:*  
Merger & Acquisition in India A  
Challenging Scenario, Nov 1998  
National Seminar on "Strategic  
Management" and Financial  
Sector Reforms in the next  
Millennium. Challengers and  
Opportunities, Jan. 2003  
both organised by Univ. of Mumbai



# PERSONAL PROFILE

NAME

National seminar organized by the  
Institute of Chartered Accountants of India  
and Department of Commerce, SNDT  
University, Feb. 2003

DE QUALIFICATION

Ethics and Professional Values in Business  
and Industries in India, Jan 1999,

DESIGNATION

Symposium on New Corporate  
Governance in India, Oct 2000,  
International Business Management –  
emerging Trends Oct, 2000  
all organised by Univ. of Mumbai

TEACHING EXPERIENCE

Management – The Road Ahead,  
organised by Tolani College  
(Sept –1999/2000/2001)

CLASSES TAUGHT

*Syllabus:*

B.M.S Syllabus, Raheja College  
July/ Aug, 1999

ACTIVITIES UNDERTAKEN

Workshop at SIES College, on Market  
Research, T.Y.B.M.S. Univ. of Mumbai,  
Jan 2002

Review of Marketing Research syllabus,  
T.Y.B.M.M., National College Jan 2003

*Refresher Course* at T.I.S.S. March, 2003

*University*

Business, T.Y.B.Com.

M.I.R.D & Export Marketing

*Workshops / Seminars attended*

Foreign Collaboration and Capital  
Inflows in India: Emerging Trends  
and Implications, organised by  
Univ. of Mumbai Aug. 1999.

Refresher Course on Challenges in  
the New Millennium at S.J. Somaiya  
College, organised by Department of  
Commerce, University of Mumbai  
1<sup>st</sup> – 25<sup>th</sup> November 2000

## PERSONAL PROFILE

**NAME** : Mrs. Desiree Gonsalves

**QUALIFICATION** : M.Com., D.B.M.

**DESIGNATION** : Senior Lecturer

**TEACHING EXPERIENCE** : Total no. of years: 16 (with a break)  
Full Time: 01 year, St. Andrews College  
01 year, Rizvi College  
14 years, St. Andrews College

**CLASSES TAUGHT** : S.Y. B.A.  
S.Y./T.Y. B.Com

**ACTIVITIES UNDERTAKEN** :  
*College:*  
Member, Commerce Circle.  
Member, Local Managing Committee  
Member, Unfair Means Inquiry Committee.  
Prof.-in-Charge, Dramatics.  
Prof.-in-Charge, OLIO  
Prof.-in-Charge Value Education  
T.Y.B.A, T.Y.B.Com.

*University :*  
Examiner, T.Y.B.Com.  
M.H.R.D & Export Marketing

*Workshops / Seminars attended:*  
Foreign Collaboration and Capital Inflows in India: Emerging Trends and Implications, organised by Univ. of Mumbai Aug. 1999.

Refresher Course on Challenges in the New Millennium at K.J. Somaiya College, organised by Department of Commerce, University of Mumbai.  
1<sup>st</sup> – 25<sup>th</sup> November 2000





## PERSONAL PROFILE

**NAME** : Mrs. Harmeet Kaur Bhasin

**QUALIFICATION** : M.Com., B.Ed., S.E.T.

**DESIGNATION** : Lecturer

**TEACHING EXPERIENCE** : Total no. of years: 07  
Full Time: 04 years,  
St. Andrews College  
02 years, Dalmia College  
Part Time: 01 year, Dalmia College

**CLASSES TAUGHT** : F.Y/ S.Y./ T.Y. B. COM  
S.Y. B.A.

**ACTIVITIES UNDERTAKEN** :  
*College:*  
Program Officer NSS Unit.  
Prof.-In-Charge, Inter-Collegiate  
Competitions.  
Member, Student Council

*Workshops / Seminars Attended:*  
New Corporate Governance in India,  
Univ. of Mumbai, Oct. 2001.

International Business Management -  
Emerging Trends, Oct. 2001

U.G.C. Orientation Course,  
The Academic Staff College,  
Univ. of Mumbai. Sept. – Oct. 2002

### III. Inputs from the Departments

- Name and address of the department: *Department of Accounts,  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*
- Telephone Number/s: *26401657, 26428684*
- Date of establishment of the department: *1985*
- Built-up area of the department in sq.m. *Not applicable.*
- List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>B.Com.</i>	<i>U.G.</i>	<i>*</i>	<i>1030</i>	<i>1027</i>

*\* All in-house students are admitted, other seats are filled on the basis of merit.*

- Number of teaching, technical and administrative staff of the department:

	Male	Female	Total
Total no. of teachers	03	-	03
Teachers with Ph.D.or equivalent as the highest qualification	-	-	-
Teachers with PG or equivalent as the highest qualification	02	-	02
Teachers with other specific eligible qualification (specify)	03^ 01#	-	03 01
Technical staff	-	-	-
Administrative Staff	-	-	-

*^ C.A., # S.E.T.*

- Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, to what extent?

*The department decides the students allowed to take direct and indirect taxation as an applied component paper.*

8. Number of students in the department during the current year:

	Male	Female	Total
Students from the same state where the college is located	435	577	1012
Students from other states of India	05	10	15
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	440	587	1027

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?

Yes ☒ No ☐

10. Furnish the following details (in figures):

• Books in the department library:	10
• Journals/ periodicals subscribed by the department	<i>Journals/periodicals are not subscribed department-wise. They are available for all the departments.</i>
• Computers in the department	<i>Departments do not have separate computers. However, computers are available in the Central Computer Laboratory as and when required.</i>
• Research projects completed during the last three years and their total outlay	<i>Nil</i>
• Ongoing research projects	<i>Nil</i>
• Teachers who have attended national/international seminars during the last two years:	<i>Nil</i>
• Teachers who have been resource persons at workshops/ seminars during the last two years	<i>Nil</i>

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	368	-	368	369	-	369
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	334	-	334	321	-	321
Passed in the final exam	317	-	317	307	-	307
Passed in the first class	143	-	143	174	-	174
University ranks, if any	-	-	-	-	-	-



*For Applied Component Paper (Direct and Indirect Taxation)*

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	223	-	223	184	-	184
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	223	-	223	184	-	184
Passed in the final exam	223	-	223	184	-	184
Passed in the first class	186	-	186	166	-	166
University ranks, if any	-	-	-	-	-	-

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 03

Filled: 03

13. How often were national/international seminars, workshops, etc. organized at the department?

-

14. Are there any international or national links/collaborations for teaching, research or both?

No

15. (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qual.	Specialization	Age	Sex
Jagdish Punjabi	Head of Department	B.G.L., F.C.A.	Accountancy	39	Male
Mahesh Bahirwani	Lecturer	M.Com., S.E.T., F.C.A.	Accountancy	36	Male
Kevin Miranda	Lecturer	M.Com., F.C.A.	Accountancy	32	Male

- (b) Experience of the teachers:

Name of the Teacher	UG	PG	Research
Jagdish Punjabi	8 years full time 5 years part time	-	-
Mahesh Bahirwani	4 years full time 1 year part time	-	-
Kevin Miranda	4 years full time	-	-

16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?  
*None*
17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?  
*Nil*
18. List the major thrust areas within the subject in which research activities are being pursued.  
*None*
19. Give details of ongoing projects funded by external agencies:  
*Not applicable.*
20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medical facilities etc.) acquired over the years?  
*Computing facilities are available in the Central Computer Laboratory.*
21. What is the total number of publications (add the list) of the department in the last five years?  
*Nil*
22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?  
*No*
23. What is the average work load in terms of actual contact lectures per week per teacher?  
*20 lectures per week.*
24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?  
*04 hours of lecture time and 01 hour on activities of various committees per day.*
25. Does the department monitor overall performance of students through regular assessments?

Yes ☒ No ☐

If yes, give methods and details of assessment.

*Class tests, first term examinations, preliminary examinations.*



26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.  
*Teachers update themselves by attending seminars, workshops, reading of new publications and journals and accessing information from the internet.*

27. What is the annual budget allocation of the college to the department?  
*Each department is given funds as and when required.*

28. How much of research funding has been generated by the teachers from other agencies?  
*None.*

29. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes ☐ No ☒

30. Furnish the following details:

Particulars	UG			
Ratio of applications to available seats	> 1			
Success rate (examination results)			Applied component (Direct and Indirect Taxation)	
	2001-02	94.91%	2001-02	100%
	2002-03	95.63%	2002-03	100%
Progression to higher education rate	Data collection is in progress			
Employment rate	Data collection is in progress			
Ratio of part-time teachers to full-time teachers	All teachers are full time teachers			
Ratio of academic staff to administrative staff	-			

31. Furnish the following data:

- Ratio of students to teachers 342:1
- Number of research papers published Nil

32. Has the department received any special support for teaching or research?

Yes ☐ No ☒

33. Any other information which highlights the unique achievements of the department.

*The papers taught, the unique achievements of the department, and the personal profiles of the individual staff members are as follows:*



CLASS	TITLE OF THE PAPERS TAUGHT	NAME OF THE LECTURER
F.Y.B.Com.	Accountancy & Financial Management Paper I	Harmeet Kaur Bhasin Mahesh Bahirwani
S.Y.B.Com.	Accountancy & Financial Management Paper II	Mahesh Bahirwani Kevin Miranda
T.Y.B.Com.	Accountancy & Financial Management Paper III (Financial Accounting & Auditing - I)	Mahesh Bahirwani Kevin Miranda
	Accountancy & Financial Management Paper IV (Financial Accounting & Auditing - II)	Jagdish Punjabi Kevin Miranda
	Accountancy & Financial Management Paper V (Related Applied Component Group Paper III Introduction to Management Accounting)	Jagdish Punjabi
	Applied Component Direct & Indirect Tax	Jagdish Punjabi

### UNIQUE ACHIEVEMENTS

The SYBCom students in 2002-03 were given a set of transactions and were asked to enter those in the computer accounting package – TALLY. They were then asked to go through the entire sequence of preparation of financial statements. They were required to take a print out of the books of accounts and the trial balance and the final accounts. The main purpose of this project was to familiarize the students with the use of an accounting package. Also it helped in making the subject more practical. It tried to bridge the gap between the accountancy theory taught in the classroom and practice of accountancy in real practice. The students faced difficulties while feeding the data into the system. However, they learnt, how in practice, the accountancy data is fed into the system and thereby the financial statements are generated. Students were given the option of completing the project either in college computer laboratory or on their computers at home and some of them have done the project at home. Students could take the help of their professors, fellow colleagues and friends in completing the project.

Students were provided with problem sheets which had ample number of problems for extra practice. By providing the problems in printed form it avoided dictating the problem in the classroom and consequently time saved was utilized in solving additional problems and students had with them ample number of extra problems which they could solve on their own.

Students were encouraged to solve the problems provided to them and their difficulties were solved.

For TYBCom students extra lectures were conducted in order to give them practice in solving additional problems.

Before the University exams, question papers of past University exams were discussed with the students. This gave them a fair idea of the level of questions they could expect at the University exam. Also, they were advised and encouraged to solve the question papers of earlier years University exam under examination condition.

Students were guided on career options available to them after graduation.

#### CLASSES TAUGHT

#### ACTIVITIES UNDERTAKEN

##### College

- Member, Discipline Committee
- Member, Anti-Money Laundering Committee
- Member, Students' Committee
- Member, Discipline Committee
- Member, Anti-Money Laundering Committee
- Member, Anti-Money Laundering Committee

##### University

- President, T.Y.B.Com
- President of Student Union
- Member, Competition

##### Other

- Delivered lectures on various topics to increase the CA (Chartered Accountants) students, organized by The Bombay Chartered Accountants Society

## PERSONAL PROFILE

**NAME** : Mr. Jagdish T Punjabi

**QUALIFICATION** : B.Com., B.G.L., F.C.A.

**DESIGNATION** : Lecturer, Head of Department

**TEACHING EXPERIENCE** : Total no.of years: 13  
Full Time: 08 years, St Andrew's College  
Part Time: 05 years, Ghnashyamdas Saraf Girl's College

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.Com.

**ACTIVITIES UNDERTAKEN** :

*College:*  
Member, Discipline Committee  
Member, Unfair Means Inquiry Committee  
Member, Attendance Committee  
Member, Purchase Committee  
Member, Career Guidance Cell

*University:*  
Examiner, T.Y.B.Com.  
Direct and Indirect Taxation (Applied Component)

*Outside:*  
Delivered lectures on various topics in Income Tax, for CA (Inter) students, organized by, The Bombay Chartered Accountants Society



## PERSONAL PROFILE

**NAME** : Mr. Mahesh Jagatrai Bahirwani

**QUALIFICATION** : M.Com, F.C.A, Graduate C.W.A, S.E.T.

**DESIGNATION** : Lecturer

**TEACHING EXPERIENCE** : Total no. of years: 05  
Full Time: 04 years, St. Andrew's College  
Part time: 01year, MMK College

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y. B.Com.,  
F.Y./ S.Y./T.Y.B.M.S.,  
F.Y.B.Com (A&F)

**ACTIVITIES UNDERTAKEN** :

*College:*  
Member, Attendance Committee  
Member, Andean Career Edge  
Staff Secretary

*University:*  
Examiner, T.Y.B.Com.-Paper I  
Examiner, T.Y.B.M.S.- Financial  
Management

*Seminars Attended/Participated:*  
Interpretation of T.Y.B.M.S.  
Syllabus Financial Management,  
Sept. 2001.

*Outside:*  
VAT, conducted by the Institute of  
Chartered Accountants of India,  
April 2003  
Study Course Audit of Cooperative  
Societies, conducted by the Institute  
of Chartered Accountants of India  
May 2000.

## PERSONAL PROFILE

**NAME** : Mr. Kevin Michael Miranda

**QUALIFICATIONS** : M.Com., F.C.A.

**DESIGNATION** : Lecturer

**TEACHING EXPERIENCE** : Total no. of years: 04  
Full Time: 04 years, St. Andrew's College

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.Com.,  
F.Y.B.M.S., F.Y.B.Com (A & F)

**ACTIVITIES UNDERTAKEN** :

*College:*  
Member, Examination Committee  
Programme Officer, NSS Unit

*University:*  
Examiner, T.Y.B.Com. –Paper I

*Workshops / Seminars Attended /Participated:*  
T.Y.B.Com Syllabus revision for Paper I,  
June 2002.

*Outside:*  
Study Course; Audit of Cooperative  
Societies conducted by the Institute of  
Chartered Accountants of India, May 2000.

Internal Audit, conducted by the Institute  
of Chartered Accountants of India,  
March 2003.

Leadership Training Programme at  
NBCLC, Bangalore, May 2003.



### III. Inputs from the Departments

1. Name and address of the department: *Department of Mathematics and Statistics.  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*
2. Telephone Number/s: *26401657, 26428684*
3. Date of establishment of the department: *1983*
4. Built-up area of the department in sq.m. *Not applicable.*
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>F.Y.B.Com.</i>	<i>U.G.</i>	<i>*</i>	<i>344</i>	<i>342</i>
<i>T.Y.B.Com. (Applied Component)</i>	<i>U.G.</i>	<i>*</i>	<i>232</i>	<i>180</i>

*\* All in-house students are admitted, other seats are filled on the basis of merit.*

6. Number of teaching, technical and administrative staff of the department:

	2001-2002			2002-2003		
	Male	Female	Total	Male	Female	Total
Total no. of teachers	<i>01</i>	<i>01</i>	<i>02</i>	<i>02</i>	<i>-</i>	<i>02</i>
Teachers with Ph.D.or equivalent as the highest qualification	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Teachers with PG or equivalent as the highest qualification	<i>01</i>	<i>01</i>	<i>02</i>	<i>02</i>	<i>-</i>	<i>02</i>
Teachers with other specific eligible qualification (specify)	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Technical staff	<i>01</i>	<i>-</i>	<i>01</i>	<i>01</i>	<i>-</i>	<i>01</i>
Administrative Staff	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>



If yes, to what extent?

*Selection of papers – Applied Component (Computer Systems and Applications)*

Number of students in the department during the current year:

	Class	Male	Female	Total
Students from the same state where the college is located	F.Y.B.Com.	139	203	342
	T.Y.B.Com.	80	100	180
Students from other states of India	-	5	9	14
NRI students	-	-	-	-
Other overseas students	-	-	-	-
Grand Total	-	224	312	536

Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?

Yes ☒ No ☐

*Continuous evaluation is done by conducting tutorial tests, terminal examinations and for weak students extra lectures are held to help them understand the subject well.*

Furnish the following details (in figures):

• Books in the department library:	10
• Journals/ periodicals subscribed by the department	<i>Journals/periodicals are not subscribed department-wise. They are available for all departments.</i>
• Computers in the department	60
• Research projects completed during the last three years and their total outlay	Nil
• Ongoing research projects	Nil
• Teachers who have attended national/international seminars during the last two years:	01 (2003)
• Teachers who have been resource persons at workshops/ seminars during the last two years	Nil

Details of the last two batches of students:

	Class	Batch 1 (2001-'02)			Batch 2 (2002-'03)		
		UG	PG	Total	UG	PG	Total
Admitted to the programme (Entry year)	F.Y.B.Com.	344	-	344	342	-	342
	T.Y.B.Com. *	232	-	232	180	-	180
Drop-outs		-	-	-	-	-	-

Appeared for the final year exam	<i>F.Y.B.Com.</i>	342	-	342	342	-	342
	<i>T.Y.B.Com.*</i>	232	-	232	180	-	180
Passed in the final exam	<i>F.Y.B.Com.</i>	264	-	264	302	-	302
	<i>T.Y.B.Com.*</i>	232	-	232	180	-	180
Passed in the first class	<i>F.Y.B.Com.</i>	48	-	48	78	-	78
	<i>T.Y.B.Com.*</i>	207	-	207	143	-	143
University ranks, if any	-	-	-	-	-	-	-

\* Applied Component Paper – *Computer Systems & Applications*

12. What is the sanctioned teaching staff strength and the +present position?  
 Sanctioned: 02  
 Filled: 01 Full time, 01 contractual basis
13. How often were national/international seminars, workshops, etc. organized at the department?  
 -
14. Are there any international or national links/collaborations for teaching, research or both?  
 No
15. (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

<i>Name of the Teaching staff</i>	<i>Designation</i>	<i>Highest Qual.</i>	<i>Specialization</i>	<i>Age</i>	<i>Sex</i>
<i>S. Venkatkrishnan</i>	<i>Sr. Lecturer</i>	<i>M.Sc.</i>	<i>Mathematics and Statistics</i>	51	<i>Male</i>
<i>Sarayu Sharma (2001-02)</i>	<i>Lecturer (Contract)</i>	<i>M.Sc.</i>	<i>Mathematics and Statistics</i>	25	<i>Female</i>
<i>Maduru Krishna (2002-03)</i>	<i>Lecturer (C.H.B.)</i>	<i>M.C.A.</i>	<i>Computers</i>	29	<i>Male</i>

- (b) Experience of the teachers:

<i>Name of the Teacher</i>	<i>UG</i>	<i>PG</i>	<i>Research</i>
<i>S. Venkatkrishnan</i>	<i>26 years</i>	-	-
<i>Sarayu Sharma (2001-02)</i>	<i>01 year</i>	-	-
<i>Maduru Krishna (2002-03)</i>	<i>01 year</i>	-	-

16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?  
 None



17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?  
*Nil*
18. List the major thrust areas within the subject in which research activities are being pursued.  
*None*
19. Give details of ongoing projects funded by external agencies:  
*Not applicable.*
20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities experimental surgery and medical facilities etc.) acquired over the years?  
*Computing facilities are available at Central Computer Laboratory.*
21. What is the total number of publications (add the list) of the department in the last five years?  
*Nil*
22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?  
*No*
23. What is the average work load in terms of actual contact lectures per week per teacher?  
*20 lectures per week.*
24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?  
*04 hours of lecture time and 01 hour on activities of various committees per day.*
25. Does the department monitor overall performance of students through regular assessments?  
Yes ☒ No ☐  
If yes, give methods and details of assessment.  
*First term examinations, preliminary examinations and by conducting periodical tests in tutorial lectures and helping the students solve their difficulties.*
26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.



Teachers update themselves by attending orientation and refresher courses, attending workshops, seminars, reading of new publications and journals and accessing information from the internet.

What is the annual budget allocation of the college to the department?  
Each department is given funds as and when required.

How much of research funding has been generated by the teachers from other agencies?  
None

Do the teachers offer consultancy services and earn revenue for the college / department?  
Yes ☐ No ☒

Furnish the following details:

Particulars	UG			
	> 1			
Ratio of applications to available seats	F.Y.B.Com.		T.Y.B.Com.	
Success rate (examination results)	2001-02	76.74%	2001-02	100%
	2002-03	88.30%	2002-03	100%
	Data Collection in progress			
Progression to higher education rate	Data Collection in progress			
Employment rate	Data Collection in progress			
Ratio of part-time teachers to full-time teachers	All teachers are full-time teachers			
Ratio of academic staff to administrative staff	-			

Furnish the following data:  
 • Ratio of students to teachers 261:1  
 • Number of research papers published -

Has the department received any special support for teaching or research?  
Yes ☐ No ☒

Any other information, which highlights the unique achievements of the department.  
The papers taught and the personal profiles of the individual staff members are as follows:

CLASS	TITLE OF THE PAPERS TAUGHT	NAME OF THE LECTURER
F.Y.B.Com.	Mathematics and Statistics (2001-02)	S. Venkatkrishnan Ms. Sarayu Sharma S.
	(2002-03)	S.Venkatkrishnan Mr. Frederick Arland
T.Y.B.Com.	Computer Systems and Applications (2001-02)	S. Venkatkrishnan Ms. Sarayu Sharma
	(2002-03)	S. Venkatkrishnan Maduru Krishna

## PERSONAL PROFILE

- NAME** : S.Venkatkrishnan
- QUALIFICATION** : M.Sc., D.C.M.,
- DESIGNATION** : Senior Lecturer
- TEACHING EXPERIENCE** : Total no.of years: 26  
(With a break of one year - 1982 )  
  
Full Time: 02 years, K.P.B.Hinduja College  
04 years, P.D.Lions College  
01 years, Mithibai College.  
19 years, St.Andrew's College.
- CLASSES TAUGHT** : F.Y. / T.Y.B.Com.,  
F.Y. / T.Y.B.M.S.,  
F.Y. / S.Y. B.Sc. (I.T.),  
P.G.D.B.A., P.G.D.B.M.,  
D.C.M., D.O.R.M.
- ACTIVITIES UNDERTAKEN** :  
*College:*  
Chairperson, Examination Committee.  
Chairperson, Unfair Means Inquiry Committee.  
Member, Admission Committee.  
Member, Library Committee.  
Member, College Purchase Committee.  
Co-ordinator, B.M.S. / B.M.M. / B.Sc.(I.T.) Degree Courses.  
Moderator, F.Y.B.Com – Mathematics & Statistics.  
Moderator, F.Y.B.M.S – Quantitative Methods for Business I  
Moderator, S.Y.B.Com, Computer Systems – Applied Component.  
  
*University:*  
Examiner T.Y.B.Com - Applied Component paper – 'Computer Systems & Applications'.  
Moderator / Examiner, T.Y.B.M.S Quantitative Methods for Business – II.



Elected member, Executive Committee, Bombay University & College Teachers' Union (BUCTU) and Maharashtra Federation of University and College Organization.

Elected Honorary Treasurer, BUCTU.

Visiting Faculty: SIES College of Management & NMIMS.

Member, Panel of interviewers for selection of Teachers in the CAS

#### *Workshops Attended:*

UGC-sponsored Refresher Course in Mathematics conducted by Academic Staff College, Mumbai from Feb.2000 to March 2000.

UGC-Sponsored Seminar, organized by BUCTU on Higher Education.

Seminar organized by BUCTU Jan. 2003.

### III. Inputs from the Departments

1. Name and address of the department: *Department of Environmental Studies,  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*
2. Telephone Number/s: *26401657, 26428684*
3. Date of establishment of the department: *1983*
4. Built-up area of the department in sq.m. *Not applicable.*
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>B.Com.</i>	<i>U.G.</i>	<i>*</i>	<i>344</i>	<i>342</i>

*\* All in-house students are admitted, other seats are filled on the basis of merit.*

6. Number of teaching, technical and administrative staff of the department:

	Male	Female	Total
Total no. of teachers	-	01	01
Teachers with Ph.D. or equivalent as the highest qualification	-	-	-
Teachers with PG or equivalent as the highest qualification	-	01	01
Teachers with other specific eligible qualification (specify)	-	-	-
Technical staff	-	-	-
Administrative Staff	-	-	-

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Number of students in the department during the current year:

	Male	Female	Total
Students from the same state where the college is located	134	194	328
Students from other states of India	05	09	14
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	139	203	342

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?

Yes ☒ No ☐

10. Furnish the following details (in figures):

• Books in the department library:	-
• Journals/ periodicals subscribed by the department	<i>Journals/periodicals are not subscribed department-wise. They are available for all the departments.</i>
• Computers in the department	<i>Departments do not have separate computers. However, computers are available in the Central Computer Laboratory as and when required.</i>
• Research projects completed during the last three years and their total outlay	<i>Nil</i>
• Ongoing research projects	<i>Nil</i>
• Teachers who have attended national/international seminars during the last two years:	<i>Nil</i>
• Teachers who have been resource persons at workshops/ seminars during the last two years	<i>Nil</i>

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	344	-	344	342	-	342
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	343	-	343	342	-	342
Passed in the final exam	326	-	326	314	-	314
Passed in the first class	80	-	80	04	-	04
University ranks, if any	-	-	-	-	-	-



12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01

Filled: 01

13. How often were national/international seminars, workshops, etc. organized at the department?

-

14. Are there any international or national links/collaborations for teaching, research or both?

No

15. (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Fatima Rebello	Lecturer	M.A.	Geography	59	Female

- (b) Experience of the teachers:

Name of the Teacher	UG	PG	Research
Fatima Rebello	16 years full time 04 years part time	-	-

16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?

None

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

None

19. Give details of ongoing projects funded by external agencies:

Not applicable.

20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary,

post mortem facilities experimental surgery and medical facilities etc.) acquired over the years?

*Computing facilities are available in the Central Computer Laboratory.*

21. What is the total number of publications (add the list) of the department in the last five years?  
*Nil*

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?  
*No*

23. What is the average work load in terms of actual contact lectures per week per teacher?  
*16-18 lectures per week.*

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?  
*04 hours of lecture time and 01 hour on activities of various committees per day.*

25. Does the department monitor overall performance of students through regular assessments?

Yes ☒ No ☐

If yes, give methods and details of assessment.

*Class tests, first term examinations.*

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.  
*By reading of new publications and journals and accessing information from the internet.*

27. What is the annual budget allocation of the college to the department?  
*Each department is given funds as and when required.*

28. How much of research funding has been generated by the teachers from other agencies?  
*None*

29. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes ☐ No ☒



30. Furnish the following details:

Particulars	UG	
Ratio of applications to available seats	> 1	
Success rate (examination results)	2001-02	95%
	2002-03	92%
Progression to higher education rate	Data collection is in progress	
Employment rate	Data collection is in progress	
Ratio of part-time teachers to full-time teachers	01 full time	
Ratio of academic staff to administrative staff	-	

31. Furnish the following data:

- Ratio of students to teachers 342:1
- Number of research papers published nil

32. Has the department received any special support for teaching or research?

Yes ☐ No ☒

33. Any other information which highlights the unique achievements of the department.

*The unique achievements of the department and personal profile of the staff are given below:*

## UNIQUE ACHEIVEMENTS

The paper environmental studies focus on environmental problems and issues. Accordingly various activities were taken to bring home to students the effect of environmental degradation. The students in FYB.Com were divided into different groups and each group did a presentation on topics related to environmental issues. The topics were assigned were on ozone depletion, global warming, acid rain, disposal of waste and chipko movement.

A group of students were taken around Mumbai on field trip to visit and analyze the seven different sports of Mumbai, which are environmentally degraded. The students saw for themselves how air, soil, beaches, sea, ground water and drinking water are increasingly polluted with sewage channels chemicals heavy metals and domestic garbage.

The students also visited wet land at Dharavi and the importance of mangroves was explained to them. Mr.Girish Raut explained the various environmental concerns that face at present times like global warming large scale reduction of forest heavy exploitation of natural resources and environmental pollution.



The visit to MHADA brought to students the realities of devastation carried out by the authority. Six gigantic well-constructed buildings were vacant and there was a stay order on another 8 buildings.

In the current academic 2003-04 a seminar on waste management was organized. 128 students participated and the resource persons were:

Mrs. Maria D'Souza, Mrs. Ingrid D'Sales, Mr. Bharat Naik and Mr. Gavin Periera

## DESIGNATION

Lecturer

## TEACHING EXPERIENCE

Total no. of years: 20

Full Time: 16 years

Part Time: 04 years, St. Andrew's College

## CLASSES TAUGHT

F.Y.B.Com.

P.Y./S.Y.B.A.

## ACTIVITY UNDERTAKEN

College

Coordinator: Admission Outreach

Programme

Coordinator: Value Education

Monitor: V.B.Com.

### III. Inputs from the PERSONAL PROFILE

Name and address of the department: Department of Business Law,  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.

**NAME** : Sr.Fatima Rebello

**QUALIFICATION** : M.A

**DESIGNATION** : Lecturer

**TEACHING EXPERIENCE** : Total no. of years: 20  
Full Time: 16 years,  
Part Time: 04 years, St. Andrew's College

**CLASSES TAUGHT** : F.Y.B.Com.,  
F.Y./ S.Y.B.A.

**ACTIVITY UNDERTAKEN** :

College:

Co-ordinator, Andean Outreach  
Programme

Co-ordinator, Value Education

Moderator, F.Y.B.Com.

	Male	Female	Total
Total no. of teachers	01 (P.T.)	-	01
Teachers with Ph.D. or equivalent as the highest qualification	-	-	-
Teachers with P.G. or equivalent as the highest qualification	01	-	01
Teachers with other specific eligible qualifications (specify)	-	-	-
Total of 100%	-	-	-
Percentage of staff	-	-	-

7. Does the department have academic, administrative and financial autonomy?

Academic matters: Yes  
Administrative: Yes  
Financial: Yes

If yes, to what extent?

### III. Inputs from the Departments

1. Name and address of the department: *Department of Business Law,  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*
2. Telephone Number/s: *26401657, 26428684*
3. Date of establishment of the department: *1984*
4. Built-up area of the department in sq.m. *Not applicable.*
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>B.Com.</i>	<i>U.G.</i>	<i>*</i>	<i>350</i>	<i>358</i>

*\* All in-house students are admitted, other seats are filled on the basis of merit.*

6. Number of teaching, technical and administrative staff of the department:

	Male	Female	Total
Total no. of teachers	<i>01(P.T.)</i>	<i>-</i>	<i>01</i>
Teachers with Ph.D.or equivalent as the highest qualification	<i>-</i>	<i>-</i>	<i>-</i>
Teachers with PG or equivalent as the highest qualification	<i>01</i>	<i>-</i>	<i>01</i>
Teachers with other specific eligible qualification (specify)	<i>-</i>	<i>-</i>	<i>-</i>
Technical staff	<i>-</i>	<i>-</i>	<i>-</i>
Administrative Staff	<i>-</i>	<i>-</i>	<i>-</i>

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, to what extent?



8. Number of students in the department during the current year:

	Male	Female	Total
Students from the same state where the college is located	157	201	358
Students from other states of India	-	-	-
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	157	201	358

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?

Yes ☐ No ☒

10. Furnish the following details (in figures):

• Books in the department library:	<i>Nil</i>
• Journals/ periodicals subscribed by the department	<i>Journals/periodicals are not subscribed department-wise. They are available for all the departments.</i>
• Computers in the department	<i>Departments do not have separate computers. However, computers are available in the Central Computer Laboratory as and when required.</i>
• Research projects completed during the last three years and their total outlay	<i>Nil</i>
• Ongoing research projects	<i>Nil</i>
• Teachers who have attended national/international seminars during the last two years:	<i>Nil</i>
• Teachers who have been resource persons at workshops/ seminars during the last two years	<i>Nil</i>

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	350	-	350	358	-	358
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	350	-	350	358	-	358
Passed in the final exam	241	-	241	256	-	256
Passed in the first class	25	-	25	26	-	26
University ranks, if any	-	-	-	-	-	-

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01 Part time

Filled: 01 Part time

13. How often were national/international seminars, workshops, etc. organized at the department?

-

14. Are there any international or national links/collaborations for teaching, research or both?

No.

15. (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qual.	Specialization	Age	Sex
Benjamin P. Lobo	Lecturer	LL.M.	Property Law Criminal Law	54	Male

- (b) Experience of the teachers:

Name of the Teacher	UG	PG	Research
Benjamin P. Lobo	7 years (P.T.)	-	-

16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?

None

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

None

19. Give details of ongoing projects funded by external agencies:

Not applicable

20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary,



post mortem facilities experimental surgery and medical facilities etc.) acquired over the years?

*Computing facilities are available in the Central Computer Laboratory.*

21. What is the total number of publications (add the list) of the department in the last five years?

*Nil*

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

*No*

23. What is the average work load in terms of actual contact lectures per week per teacher?

*11 lectures (part-time) per week + 01 (C.H.B.) lecture per week.*

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

*10 hours of lecture time per week.*

25. Does the department monitor overall performance of students through regular assessments?

Yes ☐

No ☒

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

*By reading and accessing information from the internet.*

27. What is the annual budget allocation of the college to the department?

*Each department is given funds as and when required.*

28. How much of research funding has been generated by the teachers from other agencies?

*None*

29. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes ☐

No ☒

30. Furnish the following details:

Particulars	UG	
	Not applicable	
Ratio of applications to available seats	2001-02	68.85%
Success rate (examination results)	2002-03	71.51%



Progression to higher education rate	<i>Data collection is in progress</i>
Employment rate	<i>Data collection is in progress</i>
Ratio of part-time teachers to full-time teachers	<i>01 part-time</i>
Ratio of academic staff to administrative staff	-

31. Furnish the following data:

- Ratio of students to teachers *358:1*
- Number of research papers published *Nil*

32. Has the department received any special support for teaching or research?

Yes ☐

No ☒

33. Any other information which highlights the unique achievements of the department.

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: Mr. Benjamin Prakash Lobo

## REFERENCES

: B.A., D.A.M., L.L.M.

## GENERATION

: Lecturer (Part Time)

## HING EXPERIENCE

: Total no of years: 07

Part Time : 07 years, St. Andrew's College

: S.Y.B.Com., F.Y.B.M.S.

VTIES UNDERTAKEN :

College:

Member, Elocution Committee

### III. Inputs from the Departments

- Name and address of the department: *Bachelor of Mass Media  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*
- Telephone Number/s: *26401657, 26428684*
- Date of establishment of the department: *2000*
- Built-up area of the department in sq.m. *Not applicable.*
- List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>B.M.M.</i>	<i>U.G.</i>	<i>50% at H.S.C. and College Entrance Examination</i>	<i>103</i>	<i>151</i>

- Number of teaching, technical and administrative staff of the department:

	Male	Female	Total
Total no. of teachers #	-	01	01
Teachers with Ph.D.or equivalent as the highest qualification	-	-	-
Teachers with PG or equivalent as the highest qualification	-	01	01
Teachers with other specific eligible qualification (specify)	-	-	-
Technical staff	-	-	-
Administrative Staff	-	01	01

# See attached list for visiting faculty.

- Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, to what extent?

*The college faculty can opt to offer the T.Y.B.M.M. students a specialization in either Journalism or Advertising.*



8. Number of students in the department during the current year:

	Male	Female	Total
Students from the same state where the college is located	49	89	138
Students from other states of India	05	04	09
NRI students	-	03	03
Other overseas students	-	01	01
Grand Total	54	97	151

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?

Yes ☒ No ☐

10. Furnish the following details (in figures):

• Books in the department library:	Nil
• Journals/ periodicals subscribed by the department	03
• Computers in the department	Departments do not have separate computers. However, computers are available in the Central Computer Laboratory as and when required.
• Research projects completed during the last three years and their total outlay	Nil
• Ongoing research projects	Nil
• Teachers who have attended national/international seminars during the last two years:	Nil
• Teachers who have been resource persons at workshops/ seminars during the last two years	Nil

11. Details of the last two batches of students:

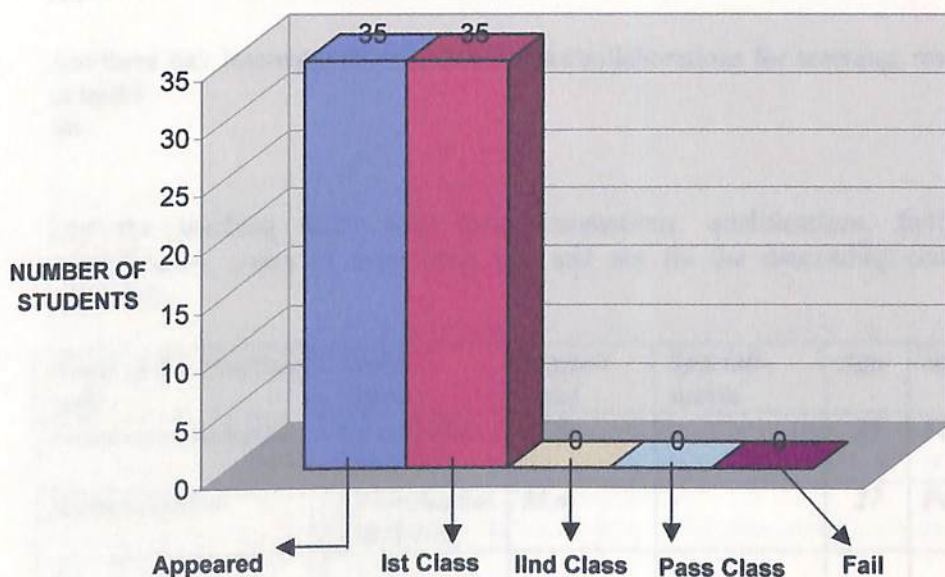
	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	49	-	49	-	-	-
Drop-outs	-	-	-	-	-	-
Appeared for the final year exam	35	-	35	-	-	-
Passed in the final exam	35	-	35	-	-	-
Passed in the first class	35	-	35	-	-	-
University ranks, if any	09	-	09	-	-	-

Chart follows

### EXAMINATION RESULTS AT A GLANCE (April - May) 2002-2003

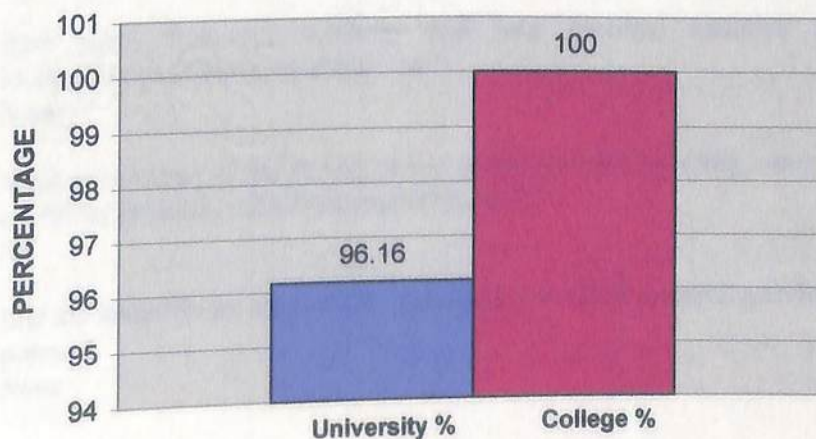
Appeared	Ist Class	IInd Class	Pass Class	Fail
35	35	0	0	0

### EXAMINATION RESULT T.Y.B.M.M. (2002-2003)



University %	College %
96.16	100

### COMPARISON OF PERFORMANCE T.Y.B.M.M (2002-2003)





12. What is the sanctioned teaching staff strength and the present position?  
Sanctioned: 03  
Filled: 01
13. How often were national/international seminars, workshops, etc. organized at the department?  
Nil
14. Are there any international or national links/collaborations for teaching, research or both?  
No.
15. (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

<i>Name of the Teaching staff</i>	<i>Designation</i>	<i>Highest Qual.</i>	<i>Specialization</i>	<i>Age</i>	<i>Sex</i>
<i>Francesca Noronha</i>	<i>Co-ordinator (2002-03)</i>	<i>M.Sc.</i>	-	<i>25</i>	<i>Female</i>
<i>Janine Coelho</i>	<i>Co-ordinator (2003-04)</i>	<i>M.A.</i>	-	<i>27</i>	<i>Female</i>
#					

# for visiting faculty see attached list.

- (b) Experience of the teachers:

<i>Name of the Teacher</i>	<i>UG</i>	<i>PG</i>	<i>Research</i>
<i>Francesca Noronha</i>	<i>01 year</i>	-	-
<i>Janine Coelho</i>	<i>02 years</i>	-	-

16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?  
None
17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?  
Nil
18. List the major thrust areas within the subject in which research activities are being pursued.  
None



19. Give details of ongoing projects funded by external agencies:  
*Not applicable.*
20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medical facilities etc.) acquired over the years?  
*Equipment: TV, VCP, DVD-VCD-MP3 player.*
21. What is the total number of publications (add the list) of the department in the last five years?  
*Nil*
22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?  
*No*
23. What is the average work load in terms of actual contact lectures per week per teacher?  
*04 lectures per week per class.*
24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?  
*02 hours of lecture time and 03 hours on activities of various committees and co-ordinating activities per day.*
25. Does the department monitor overall performance of students through regular assessments?
- Yes ☒ No ☐
- If yes, give methods and details of assessment.  
*Class tests, presentations, written assignments, case studies and preliminary examinations.*
26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.  
*Regular reading, internet research, seminars and workshops. Several faculty members are actively involved in Media agencies.*
27. What is the annual budget allocation of the college to the department?  
*Each department is given funds as and when required.*
28. How much of research funding has been generated by the teachers from other agencies?  
*Nil*

29. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes ☐ No ☒

30. Furnish the following details:

Particulars	UG	
Ratio of applications to available seats	5.33 : 1	
Success rate (examination results)	2002-03	100%
Progression to higher education rate	Data collection is in progress	
Employment rate	Data collection is in progress	
Ratio of part-time teachers to full-time teachers	-	
Ratio of academic staff to administrative staff	1:1	

31. Furnish the following data:

- Ratio of students to teachers 12:1
- Number of research papers published none

32. Has the department received any special support for teaching or research?

Yes ☐ No ☒

33. Any other information which highlights the unique achievements of the department.

*The papers taught, the unique achievements of the department, and the personal profiles of the individual staff members together with the list of visiting faculty are given below:*

### UNIQUE ACHIEVEMENTS

#### 2001-2002

The students did a minimum of two projects in each paper on topics decided by both the students and professors. At the end of each semester, every student had the experience of individual presentations group presentations, case studies, research work and teamwork. This has helped the students to improve teamwork and to improve their verbal and written presentation skills.

The fourth semester students had the option of doing either an internship i.e. a placement in the world of work or a guided project/study. All the students succeeded in obtaining placements and completed 4 weeks of on the job training. Most of the students (75%) did their placements in advertising agencies, while the others were involved with production house, magazine, and PR agencies. Each student presented a report of their on the job training to the other students in their class, therein increasing their understanding of the different work organisations.



### **2002-2003**

Following last year's tradition, many SYBMM students did internship in variety of places like R K Swamy BBDO, Ambience D'Arcy, Rakesh Mehra Production House, Model Shoppe, Orange, concepts communications, Mahindra & Mahindra.

### ***WORKSHOPS***

#### **2001-2002**

A Creative Writing workshop and a Film Appreciation Workshop was held to help develop the creativity and critical thinking of our students. The Creative Writing workshop was held by Mr Rajan Nair and Mr Dayanand Chattranganhi. They focused on making students think "out of the box" and unconventionally. Each student had to write and present his or her own piece of work. Ms. Sharoni Sen and Mr Anupam Mehra held the Film Appreciation Workshop. They screened films of different genre and asked students to analyse the aesthetics of each film and contrast these.

#### **2002-2003**

LOVE & SHAKESPEARE: The English Association of St. Andrew's College organized a workshop on "Love and Shakespeare". Andreas Johl and Elaine Philips conducted the workshop which aimed at de-mystifying Shakespeare and breaking the myth that Shakespeare was all about intellectual and critical appreciation. Ten B M M students who participated were at first apprehensive but later warmed upto Elaine's techniques of drawing students out. Two of the quietest students volunteered and acted out their interpretations of Romeo & Juliet. Andreas Johl's comments that our students were well informed about Shakespeare was rewarding for all the teachers present to hear.

#### ***HANNA & HANNA***

The British Council organized for the performance of the play "Hanna & Hanna" by the Scottish troupe. The director of the play held a theatre workshop on the 7<sup>th</sup> of Feb, 2003 at 10.00am at Prithvi Theatre. I accompanied the students who wished to participate (Twenty five) and was pleased with the results. The students were given themes, divided into groups and asked to plan a play/skit of their interpretation of the theme. The resulting performance impressed the director. He said, "I've noticed that actors often have technique, but no opinion and this take away from their performance. However, every student I saw today displayed a conviction in their acting, which comes out of having opinions. I am glad to see that you feel the need for tolerance & peace – that was the message of the play you saw."

#### **2003-2004**

Several FY and SYBMM students participated in the ADGNOMER advertising workshop conducted by Sydenham College in August – September 2003.

### **FIELD VISITS:**

#### **2001-2002**

As part of the Photography paper, the second year students went for two early morning excursions to Hanging Gardens & the Gateway of India. For Broadcast Journalism they visited



All India Radio (AIR) to see how a radio station actually works. The students also visited the Film Television Institute of India (FTII) Pune to see how students learn to create & produce a film. It also provided information on the scope of higher education after this course.

### **2002-2003**

HANNA & HANNA: The British Council organized for the performance of the play "Hanna & Hanna" by a Scottish troupe in various parts of India. We block booked 80 seats at the British Council Auditorium on the 5<sup>th</sup> of February 2003 for the B M M students as well as other college students who were interested. Sixty B M M students went for the play. The play was about racial tensions that exist between a young serb refugee and the British neighbourhood where she stays. The play brought out aspects of intolerance and tolerance, how hatred can be cultivated as well as defeated and the moral was that even one person can make a difference.

The S Y B M M students visited AIR studios to see how radio actually works. As part of the Photography lectures the students visited Mount Mary, Carter Road to shoot their local area – with a new perspective.

The F Y B M M took part in "Mumbai on my Mind- Heritage Walks" organized by the Kala Godha Art festival. They were introduced to the architectural heritage of the city – i.e. especially the Fort area through a walk conducted by Brinda Gaitonde. At the Kala Ghoda festival they also visited the exhibition at the Jehangir Art Gallery, the Pavement Gallery and Raja Ravi Varma's paintings at the National Gallery of Modern Art. The students visited the exhibition "Doll's Speak" held by the Ananya – Sophia College. They also attended paper presentations on the Mental status of Women in Literature. The S Y B M M students attended a screening of the Cannes Advertising Festival at N M College

### **2003-2004**

The TYBMM students visited the printing studio at the J. J. School of Art on August 13th. Mr. A. B. Desai, Dean of the Printing Institute, explained various printing techniques to the students. The FYBMM and SYBMM students attended a screening of the Cannes Advertising Festival.

## **INDUSTRIAL VISITS:**

### **2002-2003**

The BMM students were taken in an educational trip out of Mumbai to Hyderabad Ramoji Film City. We thought it would be beneficial for our students to get to see a Media conglomerate like this. It is a place where you can walk in with a script and money and walk out 30 days later with a completed film. In addition the city has 11 regional television channels and two newspapers - the speakers would be drawn from different aspects of the Media with a focus on film – making since the visual medium is the most popular as well as current. Sixty Six students signed up for the trip. Of these



twenty four were Third Year students, fourteen were Second Year and twenty six First Year students. After extensive tours of the film studios and sets, lectures were conducted by Mr. Arun Kumar, Senior Manager, Ms Andrea Gibbs and Mr Rajiv Jalnapurkar.

## **FESTIVALS:**

### **2001-2002**

The students participated actively in a variety of inter-collegiate festivals this year. They took part in the B M M festival of R D National College of Arts & Commerce and won the overall trophy. Specifically they won first place in the creative writing, Magazine Making Treasure Hunt, Personality, Imitation of Rock Band contest and second place in the Dramatics Contest. They also took part in "POLARIS" the B M M festival of Wilson College & won the 1<sup>st</sup> place in the Dramatics and 2<sup>nd</sup> place in the Quiz competition.

Besides B M M festivals, the students also took part in MALHAR (St. Xavier's College Festival) and won the first prize for the Photography contest. At UMANG (N M College festival) they won the first prize for designing a CD cover and at KALEIDOSCOPE (Sophia College festival) the first prize for the pun-writing competition. The B M M students hosted their own fest "ADJOUR" Mr. Sunil Dutt, MP. Inaugurated the festival.

### **2002-2003**

The B M M students took part in various college festivals such as Kaleidoscope, Brouhaha. The students secured 2<sup>nd</sup> place for the Street Play, Quiz and Poster making competition at Polaris, 1<sup>st</sup> place for Group and Duo singing and V J Hunt and 2<sup>nd</sup> place for the radio Play at Umang and 2<sup>nd</sup> place for the One Act Play at Mood Indigo.

Mignonne Fernandes represented the college at a poetry contest held by the Blue Ribbon Movement, the theme was "India of My Dream". She secured the first place.

Priyanka Pathak represented the college in Mono acting held by the All India Youth Urdu Academy. She won the Best Actress award at the State Level and went on to the National Level.

### **2003-2004**

Students participated in several inter-college festivals including Polaris, Umang, Raindezvous, Malhar and Kaleidoscope. Ms Avril D'Souza won the Photography prize at Polaris, Mr. Raj Parikh and Yousuf Dadarkar came 3<sup>rd</sup> in the PR Report and Delwyn Remedios and Vilsen Gonsalves secured the 2<sup>nd</sup> place for Wall Painting. At Umang, the college contingent won a prize for the Fashion Show while Ms Mignonne Fernandes became Ms. Malhar 2003 and Mr. Juneston Mathana was Mr. Kaleidoscope 2003.

## **GUEST LECTURES:**

### **2002-2003**

Mr Narayan, a Creative Director and McCann Erickson, spoke to the students about film-making - how to make a film by yourself with whatever equipment is available & affordable.

Mr Sunil Mehta, a senior PR personnel of Orange came to talk to the students on PR



### **2003-2004**

July 26<sup>th</sup> : Mr. Ashish Sabnis (Glaxo Smithkline) conducted a lecture on Presentation Skills for the FYBMM students. He provided guidelines and tips to help the students make effective presentations and overcome shyness.

August 18<sup>th</sup> : Mr Ketan Saroda conducted a lecture on Photography for the TYBMM students.

September 2<sup>nd</sup> : Mr Rajesh Tahil Formerly of GO 91.5 FM spoke to the SYBMM students about the changing face of media in India today and various vocations related to the media.

September 4<sup>th</sup>, 16<sup>th</sup> and 20<sup>th</sup> : Mr. Narendra Panjwani, former Times Of India journalist and current faculty of the Digital Academy, conducted a series of 3 lectures on journalism for the SYBMM.

September 4<sup>th</sup> : Mr. Pramodh Sharma, formerly of Percept advertising, now O & M, conducted a Copywriting workshop with the TYBMM students.

### **EXTRA CURRICULAR ACTIVITIES:**

#### **2002-2003**

Three FYBMM students got together and formed a Nature Club. Their main objective was to show others how to make recycled paper and to spread awareness about the segregation of garbage. The same group also made a presentation on various environmental movements in the garden so that the setting matched their topic. Two FYBMM students made a presentation on Human rights for the rest of the college.

### **DEPARTMENT : BACHELOR OF MASS MEDIA(2001-2002)**

FACULTY 1 FULL TIME LECTURER : MS. FRANCESCA NORONHA (CO-ORDINATOR)  
STRENGTH OF EACH CLASS :

***F.Y.B.M.M.: 58 Students***

***S.Y.B.M.M.: 48 Students***

Visiting Faculty comprising both inhouse and external lecturers

FIRST YEAR B. M. M.	FIRST SEMESTER (SIX PAPERS)	NAME OF THE FACULTY
	1 Effective Communication Skills – I	Prof. Lorna Barrett
	2 Macro Economics	Prof. Amelia Correa
	3 Principles of Management	Dr. Bernadette D'Souza
	4 Research Methodology	Dr. Sujata Rao
	5 Introduction to Computers	Prof. Vahid kapadia
	6 Constitution of Media Laws	Prof. N Dhondy
FIRST YEAR B. M. M.	SECOND SEMESTER (SIX PAPERS)	NAME OF THE FACULTY
	1 Effective Communication Skills – 2	Prof. Suzette D'Souza
	2 Independent India & the World	Prof. Sudha Rajashekar



	3 Introduction to Psychology 4 Principles of Marketing 5 Introduction to Literature in English 6 Introduction to Sociology	Prof. Francesca Noronha Dr.. Bernadette D'Souza Prof. Lorna Barrett  Prof. Vatika Sibal
SECOND YEAR B. M. M.	THIRD SEMESTER (SIX PAPERS)	NAME OF THE FACULTY
	1. Introduction of Creative Advertising Communication 1 Introduction of Journalism 2 Introduction of Public Relations 3 Introduction of Media Studies 4 Introduction to Marketing Research 5 Creative Writing	Dr. Bernadette D'souza Prof. Amy Fernandes Prof. S Ramchandran  Prof. Milind Kokje Dr. Ramchandran  Prof. Lorna Barrett
SECOND YEAR B. M. M.	FOURTH SEMESTER (SIX PAPERS)	NAME OF THE FACULTY
	1. Copywriting & Art Direction 2. Reporting & Editing 3. Principles of Journalism 4. Photography 5. Radio and Television 6. Internship ( 4 weeks)	Prof. Avinash Mantri Prof. Amy Fernandes Prof. S Ravishankar Prof. P K Bhatia Prof. Avinash Mantri

### **DEPARTMENT : BACHELOR OF MASS MEDIA (2002-2003, 2003-2004)**

#### **2002-2003**

**FACULTY:** 1 FULL TIME LECTURER : MS. FRANCESCA NORONHA ( CO-ORDINATOR)

#### **STRENGTH OF EACH CLASS :**

F.Y.B.M.M.: 59 Students

S.Y.B.M.M.: 57 Students

T.Y.B.M.M.: 35 Students

#### **2003-2004**

**1 FULL TIME LECTURER:** MS. JANINE COELHO (CO-ORDINATOR)

#### **STRENGTH OF EACH CLASS :**

F.Y.B.M.M.: 60 Students

S.Y.B.M.M.: 59 Students

T.Y.B.M.M.: 57 Students

Visitng Faculty comprising both inhouse and external lecturers.

CLASS	2002-2003	2003-2004
<b>F.Y.B.M.M. Semester I</b>		
1. Effective Communication Skills I	Mrs. Lorna Barrett	Mrs. Lorna Barrett
2. Fundamentals of Mass Communication	Miss. Francesca Noronha	Miss. Francesca Noronha
3. Introduction to Computers	Mr. Vahid Kapadia	Mr. Vahid Kapadia
4. Introduction to 20 <sup>th</sup> Century World History	Mrs. Janine Coelho	Mrs. Janine Coelho
5. Introduction to Sociology	Miss. Vatika Sibal	Miss. Vatika Sibal
6. Economics	Dr. Sujata Rao	Dr. Sujata Rao
<b>F.Y.B.M.M. Semester II</b>		
1. Effective Communication Skills II	Mrs. Lorna Barrett.	-----
2. Political Concepts and Indian Political System	Mrs. Janine Coelho	-----
3. Principles of Marketing	Dr. Bernadette D'Souza	-----
4. Introduction to Psychology	Miss. Francesca Noronha	-----
5. Principles of Management	Dr. Bernadette D'Souza	-----
6. Introduction to Literature in English	Mrs. Lorna Barrett	-----
<b>S.Y.B.M.M. Semester III</b>		
1. Introduction to Advertising.	Dr. Bernadette D'Souza	Dr. Bernadette D'Souza
2. Introduction to Journalism.	Mrs. Amy Fernandes	Mrs. Janine Coelho
3. Introduction to Public Relations.	Mr. S. Ramchandran	Mr. S. Ramchandran
4. Introduction to Media Studies.	Mrs. S. Ravishankar	Mrs. S. Ravishankar
5. Culture Studies	Miss. Vatika Sibal	Miss. Vatika Sibal
6. Creative Writing	Mrs. Lorna Barrett	Mrs. Lorna Barrett
<b>S.Y.B.M.M. Semester IV</b>		
1. Mass Media Research	Dr. Sujata Rao	-----
2. Understanding Cinema	Mrs. Lorna Barrett	-----



3. Organizational Behaviour	Miss. Francesca Noronha	-----
4. Radio and Television	Mrs. S. Ravishankar	-----
5. Advanced computers	Mr. Vahid Kapadia	-----
6. Print Production and Photography.	Mr. P.K. Bhatia	-----
<b>T.Y.B.M.M. Semester V</b>		
1. Advertising and Contemporary Society.	Mrs. S. Ravishankar	Mrs. S. Ravishankar
2. Copywriting	Mr. Russel Barrett	Mrs. Vani Caldeira
3. Advertising Design	Mrs. S. Ravishankar	Mrs. Madhulika Verma
4. Consumer Behaviour	Mrs. Charmaine Braganza	Mrs. Charmaine Braganza
5. Media Planning and And Buying	Mr. Victor Manikam	Mr. Victor Manikam
6. Brand Building	Dr. Bernadette D'Souza	Dr. Bernadette D'Souza
<b>T.Y.B.M.M. Semester VI</b>		
1. Advertising and Market Research	Mrs. Charmaine Braganza	-----
2. Legal Environment and Advertising Ethics	Mrs. S. Ravishankar	-----
3. Financial Management For Marketing & Advt.	Mr Nitin Bag	-----
4. Agency Management	Mr. Rudra	-----
5. Principles and Practice Of Direct Marketing	Dr. Bernadette D'Souza	-----
6. Contemporary Issues	Dr. Sujata Rao	-----



### III. Inputs from the PERSONAL PROFILE

**NAME** : Miss. Francesca Noronha

**QUALIFICATION** : M.Sc. (Human Development)  
P.G. Diploma in Counselling

**DESIGNATION** : Lecturer, B.M.M. Co-ordinator

**EXPERIENCE** : Total no. of years : 02  
Full Time: 02years, St. Andrew's College

**CLASSES TAUGHT** : F.Y./ S.Y.B.M.M

**ACTIVITIES UNDERTAKEN** :

*College:*  
Chairperson, Encounter  
Chairperson, ADJOUR, (Inter- Collegiate  
B.M.M. Festival)

*Workshops Organised:*  
For B.M.M. faculty from various colleges.  
For B.M.M. students from various college

*Outside:*  
Walsingham School, teacher of Speech and  
Theatre for children.

### III. Inputs from the Departments

- Name and address of the department: *Bachelor of Management Studies  
St. Andrew's College,  
Bandra (West), Mumbai 400 050.*
- Telephone Number/s: *26401657, 26428684*
- Date of establishment of the department: *1999*
- Built-up area of the department in sq.m. *Not applicable.*
- List the different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength	
			2001-02	2002-03
<i>B.M.S..</i>	<i>U.G.</i>	<i>50% at H.S.C. and Centralised Common Entrance Examination*</i>	<i>161</i>	<i>230</i>

*\* Minority students admitted on the average of the H.S.C. marks and C.C.E.E. score.*

- Number of teaching, technical and administrative staff of the department:

	Male	Female	Total
Total no. of teachers #	<i>02</i>	<i>-</i>	<i>02</i>
Teachers with Ph.D.or equivalent as the highest qualification	<i>01</i>	<i>-</i>	<i>01</i>
Teachers with PG or equivalent as the highest qualification	<i>01</i>	<i>-</i>	<i>01</i>
Teachers with other specific eligible qualification (specify)	<i>-</i>	<i>-</i>	<i>-</i>
Technical staff	<i>-</i>	<i>-</i>	<i>-</i>
Administrative Staff	<i>-</i>	<i>01</i>	<i>01</i>

*# See attached list for visiting faculty.*

- Does the department have academic, administrative and financial autonomy?
 

	Yes	No
Academic matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>self-financing</i>

If yes, to what extent?

*Selection of papers at TYBMS level (Elective Paper I – Econometrics or International Finance) (Elective Paper II – Special Studies in Finance or Special Studies in Marketing).*

8. Number of students in the department during the current year:

	Male	Female	Total
Students from the same state where the college is located	103	125	228
Students from other states of India	-	02	02
NRI students	-	-	-
Other overseas students	-	-	-
Grand Total	103	127	230

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/ or remedial courses?

Yes ☒

No ☐

*Class tests, presentations and project work.*

10. Furnish the following details (in figures):

• Books in the department library:	24
• Journals/ periodicals subscribed by the department	<i>Journals/periodicals are not subscribed department-wise. They are available for all the departments.</i>
• Computers in the department	<i>Departments do not have separate computers. However, computers are available in the Central Computer Laboratory as and when required.</i>
• Research projects completed during the last three years and their total outlay	<i>Nil</i>
• Ongoing research projects	<i>Nil</i>
• Teachers who have attended national/international seminars during the last two years:	<i>Nil</i>
• Teachers who have been resource persons at workshops/ seminars during the last two years	<i>01</i>

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	45	-	45	60	-	60
Drop-outs	-	-	-	-	-	-



Appeared for the final year exam	40	-	40	58	-	58
Passed in the final exam	40	-	40	57	-	57
Passed in the first class	40	-	40	53	-	53
University ranks, if any	-	-	-	-	-	-

*Charts follow*

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 03

Filled: 02

13. How often were national/international seminars, workshops, etc. organized at the department?

-

14. Are there any international or national links/collaborations for teaching, research or both?

*No.*

15. (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

<i>Name of the Teaching staff</i>	<i>Designation</i>	<i>Highest Qual.</i>	<i>Specialisation</i>	<i>Age</i>	<i>Sex</i>
<i>Dr. Stephen D'Silva</i>	<i>Lecturer cum Co-ordinator</i>	<i>M.Com., M.M.M., Ph.D.</i>	<i>Management</i>	<i>46</i>	<i>Male</i>
<i>Biju Varghese</i>	<i>Lecturer</i>	<i>M.Com., M.M.S.</i>	<i>Systems</i>	<i>31</i>	<i>Male</i>
#					

*# for visiting faculty and additional staff please see attached list.*

- (b) Experience of the teachers:

<i>Name of the Teacher</i>	<i>UG</i>	<i>PG</i>	<i>Industrial</i>
<i>Dr. Stephen D'Silva</i>	<i>03 years</i>	<i>07 years</i>	<i>16 years</i>
<i>Biju Varghese</i>	<i>01 years</i>	<i>-</i>	<i>01 year</i>
#			

*# for visiting faculty and additional staff please see attached list.*

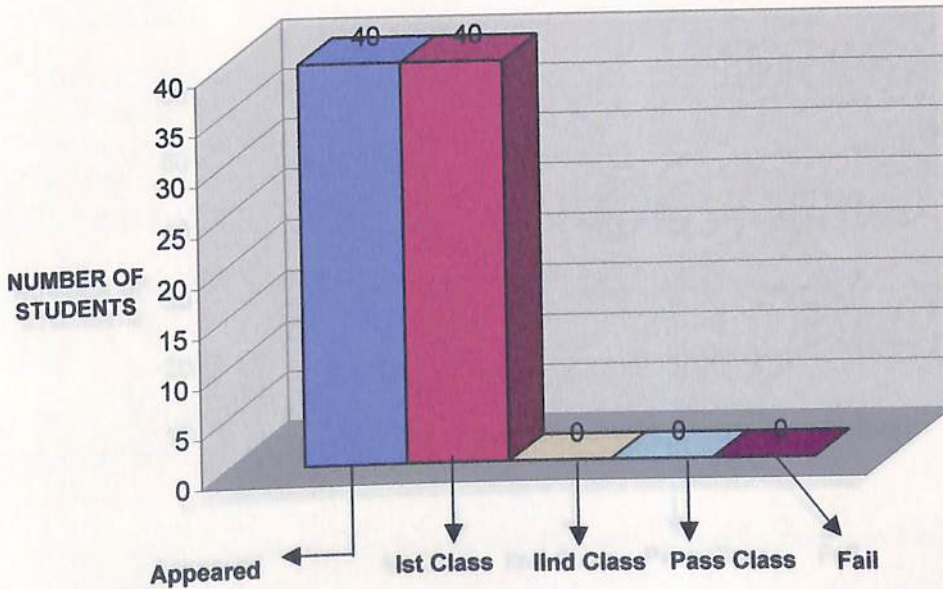
16. How many from the teaching staff have received national/ international recognition as fellows, awardees, etc.?

*None*

# EXAMINATION RESULTS AT A GLANCE (April - May) 2001-2002

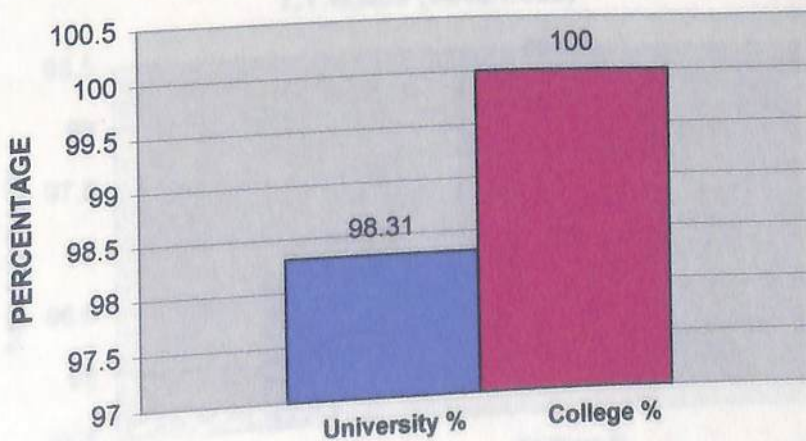
Appeared	Ist Class	IInd Class	Pass Class	Fail
40	40	0	0	0

## EXAMINATION RESULT T.Y.B.M.S (2001-2002)



University %	College %
98.31	100

## COMPARISON OF PERFORMANCE T.Y.B.M.S (2001-2002)

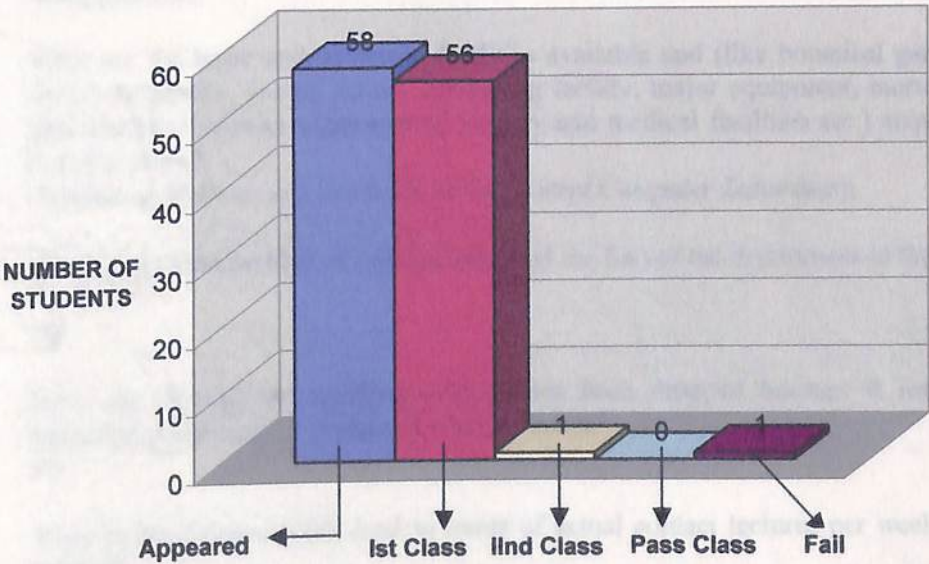




**EXAMINATION RESULTS AT A GLANCE (April - May) 2002-2003**

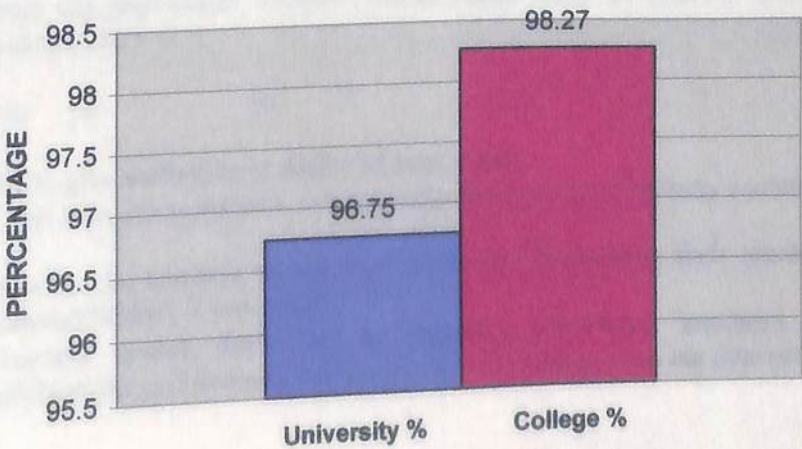
APPEARED	Ist Class	IInd Class	Pass Class	Fail
58	56	1	0	1

**EXAMINATION RESULT T.Y.B.M.S (2002-2003)**



University %	College %
96.75	98.27

**COMPARISON OF PERFORMANCE  
T.Y.B.M.S (2002-2003)**





17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc)?  
50%
18. List the major thrust areas within the subject in which research activities are being pursued.  
*Not applicable.*
19. Give details of ongoing projects funded by external agencies:  
*Not applicable.*
20. What are the basic and advanced facilities available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medical facilities etc.) acquired over the years?  
*Computing facilities are available in the Central Computer Laboratory.*
21. What is the total number of publications (add the list) of the department in the last five years?  
*Nil*
22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?  
*No*
23. What is the average work load in terms of actual contact lectures per week per teacher?  
*20 lectures for regular staff, and visiting faculty as required.*
24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?  
*02<sup>1/2</sup> hours of lecture time and 02<sup>1/2</sup> hours co-ordinating B.M.S. activities and working on other committees, per day.*
25. Does the department monitor overall performance of students through regular assessments?  
Yes ☒ No ☐  
If yes, give methods and details of assessment.  
*Class tests, presentations, written assignments and preliminary examinations.*
26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.  
*Teachers update themselves by attending workshops, seminars, reading of publications and journals and accessing information from the internet.*

27. What is the annual budget allocation of the college to the department?  
*Each department is given funds as and when required.*
28. How much of research funding has been generated by the teachers from other agencies?  
*None*
29. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes ☐

No ☒

30. Furnish the following details:

Particulars	UG	
Ratio of applications to available seats	> 1	
Success rate (examination results)	2001-02	100%
	2002-03	98.27%
Progression to higher education rate	Data collection is in progress	
Employment rate	Data collection is in progress	
Ratio of part-time teachers to full-time teachers	-	
Ratio of academic staff to administrative staff	2:1	

31. Furnish the following data:

- Ratio of students to teachers 7:1
- Number of research papers published 04

32. Has the department received any special support for teaching or research?

Yes ☒

No ☐

33. Any other information which highlights the unique achievements of the department.

*The papers taught, the unique achievements of the department, and the personal profiles of the individual staff members together with the visiting faculty are given below:*

### UNIQUE ACHIEVEMENTS

Due to the growing demand for professionally qualified management, executives the University of Mumbai introduced the BMS course in 1999. The Course has been specially designed to create lower and middle cadre management personnel.

This is a three-year course with six semesters managed by core and visiting faculties drawn from the Industry. The college provides in-depth training with the latest equipment



in computers, practical experience, industrial visits, and summer placements wherever possible.

Eligibility – 50% marks at the HSC and CEE conducted by the University of Mumbai.

Bachelor of Management Studies at St. Andrew's College, is a step towards meeting the challenges of today's fierce and competitive world. It is extremely important to build a firm foundation of concepts and inculcate intellectual creativity at the graduate level of education. A Management Degree has become a prerequisite as international barriers are shrinking and the world is becoming a smaller place.

We, at St. Andrew's adopt contemporary teaching methods for our students in an endeavour to create outstanding professionals. We lay stress on lateral thinking along with knowledge obtained through a variety of guest lectures and special programmes with our state-of-the-art infrastructure facilities.

We believe in maximizing student's core competencies through the process of mentoring and empowerment. We strive to develop outstanding managers with broad based practical knowledge, analytical skills, a team spirit, and various other skills necessary to meet future management challenges professionally and successfully.

We, at St. Andrew's believe in all round education of the individual and therefore have many activities, which provide opportunities galore to our BMS students to explore their talents and widen their horizons.



## PERSONAL PROFILE

**NAME** : Dr. Stephen D'Silva

**QUALIFICATION** : M.Com., M.M.M., Ph.D.

**DESIGNATION** : Lecturer, Co-ordinator [B.M.S]

**INDUSTRY EXPERIENCE** : 16 years. [Marketing]

**TEACHING EXPERIENCE** : Full Time : 03 years, St. Andrew's College  
Visiting Faculty: 07 years at different Institutions

**CLASSES TAUGHT** : F.Y./ S.Y./ T.Y.B.M.S.  
F.Y.B.M.M.

**ACTIVITIES UNDERTAKEN** :

*College:*  
Chairperson, Sports Committee.  
Chairperson, Inter-Collegiate Hockey Tournament.  
Member, Discipline Committee.  
Member, Examination Committee.  
Member, Purchase Committee.  
Member, Career Guidance Cell.  
Member, Library Committee.

*University:*  
Paper Setter / Examiner T.Y.B.M.S  
Rural Marketing – Sem. V

*Seminars / Workshops Attended:*  
Discussion of syllabus for 'Rural Marketing'  
Semester-V, K.J. Somaiya College.  
Service Sector Management Sem -V  
Special Studies in Marketing Sem VI,  
H.R. College  
Interview panelist for the selection process  
Of M.M.S course, Sydenham Institute of  
Management.

Panel for Viva-Voce for MBA and Travel &  
Tourism Course, Dr. Babasaheb Amedkar  
Marthwada Univeristy, Aurangabad.

## PERSONAL PROFILE

**NAME** : Mr. Biju Varghese

**QUALIFICATIONS** : M.Com., M.M.S

**DESIGNATION** : Lecturer

**TEACHING EXPERIENCE** : Total no. of years : 05  
 Full time : 01 years, St. Andrew's College  
 Visiting Faculty : 04 years, Mansukhani College.

**CLASSES TAUGHT** : F.Y./S.Y. B.M.S  
 F.Y/S.Y.B.M.M.

**ACTIVITIES UNDERTAKEN** :  
 College:  
 Organised industrial visits

## PERSONAL PROFILE

**NAME** : Mr. Biju Varghese

**QUALIFICATIONS** : M.Com., M.M.S

**DESIGNATION** : Lecturer

**TEACHING EXPERIENCE** : Total no. of years : 05  
 Full time : 01 years, St. Andrew's College  
 Visiting Faculty : 04 years, Mansukhani College.

**CLASSES TAUGHT** : F.Y./ S.Y. B.M.S  
 F.Y/ S.Y.B.M.M.

**ACTIVITIES UNDERTAKEN** :  
 College:  
 Organised industrial visits



# LIST OF VISITING FACULTIES FOR B.M.S

Sr. No.	Name of the Teaching Staff	Highest Qualification	Specialisation	Sex	Age
1.	Prin.A.D.Mascarenhas	M.A., L.L.B.	Economics	M	62
2.	Mr.S.VenkatKrishnan	M.Sc., D.C.M.	Mathematics, Statistics & OF	M	51
3.	Mr. Benjamin Lobo	L.L.M. Dip. In Admn. Mgmt.	Law	M	52
4.	Mrs. Rupa Adatia	M.Sc., M.M.S	Management	F	38
5.	Mr. Ernest Fernandes	M.M.S.	Management	M	60
6.	Dr. Sarojini Sheth	Ph.D., M.A.	Economics	F	61
7.	Mr. Victor Manickam	MMS	Management	M	33
8.	Mr. Balchandran	M.A.	Economics	M	62
9.	Mrs. Charmaine Braganza	M.Com.	Commerce	F	40
10.	Mr.Mahesh Bahirwani	M.Com F.C.A., Grad. I.C.W.A.	Finance & Accounts	M	36
11.	Mr. Kevin Miranda	M.Com., F.C.A .,	Finance & Accounts	M	33
12.	Mrs. Aurelia Barno	M.A., M.Phil	Psychology (Counselling)	F	39
13.	Mrs.Suzette D'Souza	M.A., PGDTE	English	F	31
14.	Mrs. Manju Bhatia	C.A., Company Secretary.	Accounts	F	32
15.	Mr. Navin Rego	B.E. Dip. In Mgmnt.	Management	M	26
16.	Mr. M.P. Rege	M.A.	Economics	M	52
17.	Mr. G.C. Kotwani	B.E Electronics PGDIE,	Production	M	61
18.	Mr. Vahid Kapadia	B.E. (Computers)	Systems	M	34
19.	Mr. S.N. Bukht	B.Tech(IIT) MBA(IIMA)	Marketing/ Management	M	56

20.	Mr. Kiran Savnal	C.A.,	Finance	M	38
21.	Mr. Arun Mehta	B.E(Mech.) Dip. In Mgmnt	Management	M	61
22.	Dr. Sunil Kulkarni	P.hd., M.M.S.,	Management	M	38
23.	Mrs.June Furtado	M.A, B.Com(Hons.)	English	F	23
24.	Dr. Bernadette D'Souza	Ph.D., M.M.S.	Management	F	39
25.	Mr. V.D. Kanvinde	B.E. (Elect) B. E. (Mech) MMS	Management	M	60
26.	Ms. Mitali More	MMS	Economics / Finance	F	31
27.	Mr .Angelo D'Souza	M.B.A.	Management	M	53
28.	Mr.Pankaj Natu	MBA, MA.	Management	M	30
29.	Mr. Minal Gupte	M.Com, FICWA	Finance	F	51
30.	Mr. V. Keny	B.Sc., Dipl. In Comp Mgmnt. Hardware Main	Systems	M	45
31.	Mr. Marcellus D'Souza	M.A., M.B.A.	English	M	47
32.	Mrs. Pallavi Rege	M.Sc(Statistics	Mathematics & Statistics	F	41
33.	Mrs. Smitha Patgaonkar	M.Sc., D.C.S.T	Mathematics & Statistics	F	42
34.	Mrs. Rosie Murray	M.Com.	Management	F	31
35.	Mr. A.K. Chopra	M.Com., LLB., FCS., A.I.C.W.A., CAA	Finance	M	47
36.	Mrs.M Gazdar	M.A., P.G.D. Personnel Selection	English	F	48
37.	Mr. M.B. Joshi	M.A., C.A.I.I.B.	Finance	M	58
38.	Mr. P.N. Pethe	M.Com., M.B.A., C.A.I.I.B.	Finance	M	59

39	Mr. Nitin W. Baug	L.L.B. A.C.A., A.C.S.	Finance	M	31
40	Mrs.P.Kandepakar	M.Sc., (Statistics) M.Phil (Statistics) M.A. (Economics)	Mathematics & Statistics	F	47





ST. ANDREW'S COLLEGE

ST. ANDREW'S COLLEGE

SELF-STUDY REPORT

PART - II



## THE COVER

We have chosen the *mural* which can be seen on the left hand side of the entrance of the College as our cover for Part II of the Self-Study Report. The mural reveals the multi-dimensional character that St. Andrew's seeks to develop in the students.

The center of the mural has the diagonal cross of St. Andrew, our Patron. On it is placed a symbol of light and hope. We strongly believe that it is from this well-spring of spirituality that all activity should flow. The various symbols that surround it portray the academic and cultural dimensions that the College wishes to promote.



## PREFACE

The New Education Policy (1986) and the Programme of Action (1992) had stated that institutional excellence is a function of 'self evaluation and self improvement'. The year 2002 was announced as the year of 'Quality in Higher Education'. When the Indian Government signed the 'General Agreement of Trade in Services', it declared education as a 'service'. This 'service' needs to be provided like any other factor. Thus, it has to be acceptable to the buyer. Education involves knowledge, skills and attitude development to make it holistic.

Higher education is becoming more and more competitive and dynamic. A multi-pronged approach needs to be cultivated. The employers of tomorrow, and students at large will not want to compromise on quality because they have to survive in a very difficult global environment. It is not only required that we build a treasury of knowledge, but that we disseminate it to the student community. If we have to survive and grow it is essential that teachers and stakeholders take cognizance of the challenges ahead. Teachers should take pride in internalizing quality, and it is with this in view that a third party certificate with regard to quality performance and prospects assumes importance.

St. Andrew's College has made great strides in moving towards *development education*. The various criteria suggested by the National Assessment and Accreditation Council have helped us appreciate the formidable brain power at our command as well as improve upon the lacunae in our existing facilities.



## **CRITERION-WISE REPORT**

### **OUR ANALYSIS**

#### **Criterion – I - Curricular aspects**

St. Andrew's College was established in 1983. The foundation stone for the building was laid by Mother Teresa on January 1, 1981.

The College is affiliated to the University of Mumbai. Currently, we have six degree courses – B.A., B.Com., B.M.S., B.M.M., B.Sc.(IT) and B.Com (Accounts & Finance). The total strength of the students at present is 2254 (2003-04). Besides the University courses, the College also offers its own Certificate Courses in Hotel Management and Diploma Courses in Information Technology.

The College was established for providing higher education mainly to the economically and socially disadvantaged sections of the minority community (Christians) but not exclusively. Students are admitted from minority, open and reserved categories according to the norms laid down by the University/Government.

Curricular, co-curricular and extra-curricular activities are planned to provide the required weightage and balance for all.

To know the strength and weakness of Academic and the College environment, a feedback from students is obtained. After discussing the feedback with the teaching/non-teaching staff, corrective measures are taken to improve the system.

The administrative system is transparent and open for enquiry, even by the students.

An informal SWOT analysis is continuously undertaken through the interaction with the Management (Managing Trustee and two other Trustees are available in the college on a regular basis), Principal, teaching and non-teaching staff and students. Based on this, necessary changes are introduced wherever possible in order to improve the system. A general evaluation is also undertaken during the Local Management Committee (LMC) meetings.

### **Criterion – III - Research, Consultancy and Extension**

The College, being an undergraduate institution, is mainly involved in teaching and helping students in preparing projects (voluntary for F.Y.,S.Y./B.A./B.Com. and T.Y.B.Com. and compulsory for T.Y.B.A. and for self-financing courses). Project work makes students familiar with skills and techniques needed for research.

We are not a recognized center for research work. Dr. Marie Fernandes of the English department is a recognized Ph.D. guide. She has many research publications to her credit. Ms. A. Correa, H.O.D. Department of Economics and Dr. G. Tavares, H.O.D. Business Economics, have published research papers along with others. Ms. K. Mody, Dept. of Economics, is currently researching for her Ph.D. degree.

The Sociology department conducted two research projects (Refer Appendix 28) with the help of students.

1. A study on street children (2001-2002)
2. Problems of old age (2002-2003)

To make our students realize their social obligation, we encourage them to get involved in Social Service activities through the N.S.S. and Andean Outreach Programmes.

The N.S.S. and Outreach Programme students are a committed lot and render their selfless services wherever they work. Their experience of working with the poor and marginalized help them to widen their horizon and improve their own personality.



## **Criterion – II - Teaching-learning and Evaluation**

Students who seek admission to our college are admitted as per the University and Government rules which are made clear through the college prospectus and notices displayed on the Notice Boards. At present, there are six different degree courses, B.A., B.Com., B.M.S., B.M.M., B.Sc.(IT) and B.Com.(Accounts & Finance) that are offered to the students.

All the in-house students are given preference for B.A. and B.Com admission. For other courses, a combination of merit, based on entrance test, interview and counselling, is applied for granting admission.

Staff is appointed as per the University's norms, wherever possible. Teaching staff update themselves through orientation and refresher courses, workshops and seminars. Through various committees, the teaching staff is involved in academic and administrative functioning of the college. The staff is student-friendly and helps the students in training and guiding them in all aspects.

Students are provided a limited flexibility in selecting subjects. There are five different subjects – English, Economics, Sociology, Psychology and History – in the Arts faculty. For the Commerce stream, most of the papers are compulsory, however, at the T.Y.B.Com, students are expected to select two papers out of the five different papers that are offered as applied components.

Imparting knowledge and training in skills are the main task under the existing system. Instructions are carried out with the different methods, such as, lecturing, use of blackboard, presentation with the help of OHP and LCD, discussions, seminars, role play, etc.

Student feedback is obtained (Refer Appendix 27) and used to improve the teaching/learning system. Students' progress is monitored through tests, class participation, discussions, semester and preliminary examinations.

A feedback from the final year students was obtained last year. Information obtained is used to improve the college environment wherever necessary.



#### **Criterion – IV - Infrastructure and Learning Resources.**

St. Andrew's College, which has six different degree courses, has 27 divisions. With three more divisions coming in (1 in T.Y.B.M.S. and 2 in S.Y. & T.Y. B.Com (A&F) in the next two years, it will have altogether 30 divisions. At the T.Y.B.A. level, we offer Economics and Sociology as six paper major subjects and English, Psychology and History as three paper major subjects. To accommodate the students of these divisions and subjects, we have 31 class rooms, all of them well ventilated and large enough to accommodate the allotted number of students. An Audio Visual room with necessary equipment is also available. Besides, there is a Girls' as well as a Boys' Common Room which provides facilities for indoor games like carrom, chess and table tennis. A canteen to provide snacks, tea, coffee and soft drinks is situated on the ground floor.

Separate cabins for Counselling, N.S.S. and for Students' Council are provided. Spacious Administrative and Principal's Office are located on the ground floor. Required number of computers are provided in the office. A Chapel is also located on the ground floor and is open throughout the day for anyone who wishes to meditate and pray.

A Library for students and staff, with a good number of books, journals and magazines is located at a convenient place on the ground floor. The Library provides internet facility for students. A separate place, with reference books and shelves, is earmarked for the staff. For the economically handicapped students, a Book Bank Scheme is in operation. This year, the department library facilities are being provided to our students.

An airconditioned computer lab, with 60 computers, internet and other requirements is installed on the third floor. It is used by students and staff. The College has developed its own website which is used to provide information to the public and students.

To promote all round development of students personality, the College provides facilities for sports activities. We have the grounds for basketball, volleyball, throw ball, and we avail of the facilities for football and hockey on the spacious St. Andrew's School grounds. We are proud to state that our boys and girls have won several tournaments and many of them have been selected to represent the University, State and some of them have been selected to represent the Nation while they were in college or subsequently.

To promote a culture of sports and games, we conduct inter-class competitions in carrom, chess, football and basketball. The school hockey ground has enabled us to conduct an Inter-Collegiate Hockey Tournament.

St. Andrew's Auditorium, which is considered by the media as "best in Asia" for its sound, light and logistics, is available for college functions. We conduct Inter-Collegiate Music and Dramatics Competitions besides conducting college (inter-class) competitions and functions.

Our College campus enables us to provide parking space to students and staff. The infrastructure is also used to promote some employment oriented courses, such as, Stewards Course, Hotel Management and Diploma courses in Computers. Computer awareness is promoted among the students and those who are interested, are trained further by the Andrew's Institute of Information Technology.

We are happy to state that we use our infrastructure to educate and train students to the maximum possible extent.

Maintenance of physical infrastructure is done with the help of funds available from the Government, students (self-financing courses) and the Management.



## **Criterion V: Student Support and Progression**

Students seeking admission to St. Andrew's College, by and large, belong to the lower poor and middle income sections of society. Many of them are first generation learners.

Students are admitted as per the rules laid down by the University/Government. The College, being a minority one, has a right to admit fifty percent of the students belonging to the minority (Christian/Catholic) community.

The information about the admission – seats available, seats under different categories, subjects offered, fee structure, etc. – is made available to the students through our prospectus and notices displayed on the notice boards.

For B.A. and B.Com. all the in-house students are admitted, which accounts for nearly 90% of the total strength. For the self-financing courses, students are admitted on the basis of entrance test, counseling and the results of the H.S.C. examination.

The admission process is transparent and the list of students admitted is displayed on the Notice Board.

To cater to the intellectual and physical requirements of our students, we offer a number of co-curricular and extra-curricular activities. To help the students in tackling their academic and academic-related problems, a lecturer is designated as “professor-in-charge” for each division. The services of a trained Counsellor (once in a week) and of the members of the Psychology department are available to the students.

A feedback system from the students has been introduced since last year. The information is used to improve the system. Oral feedback from the Alumni is obtained by the Principal whenever the ex-students visit the College and meet him.

The Career Guidance Cell of the college helps students to secure employment. In the last two years, many private sector companies have approached us for placement and they employ some of our students.

We provide financial help out of the fund built up for that purpose. Financial aid is given to the economically deserving students. Text books are provided from the Book Bank Scheme.

## **Criterion VI: Organisation and Management**

We have with us B.A. and B.Com courses since the inception of the college. There are five departments in the Arts faculty viz. English, Economics, Sociology, Psychology and History. In the Commerce faculty the departments are Business Economics, Commerce and Accountancy. There are four self-financing courses (B.M.M., B.M.S., B.Sc.(IT) and B.Com (A&F)). Each of these are supervised by a Co-ordinator.

For the smooth and effective functioning of the College, we have various committees, some of them are mandatory, others are formed for making the College vibrant and dynamic. The various Committees, Principal and Office Superintendent co-ordinate the academic and administrative functioning of the College. The system enables us to follow the academic calendar without friction.

The administrative office, library and academic departments make use of computers and the required software technology.

The College Welfare Scheme comprises scholarships and freeships, helping the non-teaching in obtaining bank loans, freeships from the Government for primary and secondary teachers' children and the Book Bank Scheme.

Of the various committees, the Examination Committee, Examination Unfair Means Inquiry Committee, the Discipline Committee and the Grievance cell attend to the problems of the students.

As per University rules, the College has a Local Management Committee (Refer Appendix 29), which meets at least twice in a year to discuss various aspects of the College.

The financial needs of the College are met through fees collected from the students, grants received from the Government and contribution from the Management. The budget and the audited accounts are placed in the L.M.C. meeting for members' perusal. The audited accounts are also submitted to the Jt. Director's (Higher Education) office.

So far the deficit in the College finance has been met by the Management through donation from the Archdiocese of Mumbai. Such donations have helped the Management to pay the salary of the Staff who are not under the grants-in-aid and also to maintain the College infrastructure.



## Criterion VII : Healthy Practices

As stated earlier, St. Andrew's College believes in not merely providing information to the students but their transformation. To this end, the College designs and directs its activities to create a conducive atmosphere both academic and otherwise.

Though *academics* is the main objective, the College incorporates many programmes and activities towards *qualitative improvement*. Besides the traditional B.A., B.Com. courses, the College in recent years has introduced four self-financing courses.

Keeping in mind our motto 'Enlighten the Darkness' and accordingly, to train the students in right values, social commitment and overall improvement of their personality, we have programmes like N.S.S., Andrean Outreach Programme, Andrean Excellence Programme, Inter-Religious Dialogue and Encounter. To promote other talents, we organize competitions like inter-class elocution/debates, quizzes, music, drama, cake-making, mehendi and painting.

The Management, Principal, Staff (teaching and non-teaching) and Students along with their parents sincerely attempt to promote a good academic atmosphere.



## ST. ANDREW'S 'IN A NUTSHELL'

St. Andrew's College, founded in 1983, has established itself as one of the premier institutions, that imparts a holistic education to all who enter its portals. The College was granted minority status on 4<sup>th</sup> April 1986 (Appendix 30A and 30B) and has since then made giant strides in promoting positive equality. The Trustees of the College (Appendix 31), together with the Principal and the Staff, are committed to raising standards to move towards developmental education. The Annual Calendar (Appendix 32) helps us in this quest. The idea that *awareness arises when knowledge accompanies action* has been instrumental in the use of innovative and modern pedagogical methods being introduced.

The College with a built-up area of 92134.05 sq. ft. was granted recognition by the University Grants Commission under Section 2f and 12B on 30<sup>th</sup> September 2003 (Appendix 33).

The College believes in raising the general level of understanding and awareness amongst all students. Education includes knowledge, skills and attitude development. Towards this end, the College has developed qualitative programmes using the *learner-centered approach to empower* the students. The Staff is aware that education cannot be reduced to the mere mastery of different disciplines. They therefore try to tailor programmes to develop the spirit of inquiry. The 'Andrean Excellence Programme' and 'Encounters' are geared towards achieving this goal. The Executive Board of A.I.A.C.H.E. has conferred on our College the 'Dr. P.S. Job Memorial Award for Innovative Educational Programme' for 2003-04 (Appendix 34).

Indian tradition believes in the importance of establishing a strong *guru-shishya* relationship. This goes beyond mere pedantic learning. As 'gurus', the Staff imparts instructive knowledge and guides the students to a new awakesness, towards a policy of flexibility and accommodation. Diversity of reasonable viewpoint is the very essence of a healthy democracy; so we at St. Andrew's, have started a forum for Inter-Religious Dialogue.

Our timeless culture stands for *welfare and upliftment*. The N.S.S. unit of our College has done a commendable job whilst working with rural people and street children.

Value Education is not merely about informing people or giving them critical skills; it also entails making an *informed choice*. The Value Education Programme started in 1986-87, acknowledges that values are not given, but often one has to struggle to acquire them.

The Andrean Career Edge is a route through which the students develop the *requisite parameters* to weave their way through the complex web of job opportunities in the emerging globalised economy.

Apart from pure academics, social and cultural activities abound at St. Andrew's (Appendix 35A and 35B). The College Competitions (Refer Appendices 36 to 38) and Inter-Collegiate Competitions (Refer Appendices 39 to 43) are a co-operative and coordinated collective effort by the Staff and students (Refer Appendix 44). This bonding helps teacher and student to reach out to one another.

The Management, the Principal and the Staff at St. Andrew's are aware that one cannot ignore the cultural and ideological dimensions of students' experiences. Lecturers use debate and discussion and take pride in assuming the role of *transformative intellectuals*. In the modern world, *research* has become an integral part of development, so the Heads of Departments of various faculties at St. Andrew's have evolved a multi-pronged approach to cater to the needs of the "above average achiever". The programme titled 'ARMS' - The Andrean Research Multi-Disciplinary Society, will be operational in the ensuing academic year. This, we hope will plug the major lacunae we perceive in the evolution of a Multi-Discipline Degree.

While successive State governments have been vigorously pursuing the policy of disinvestments and downsizing of Teaching Staff, alternative measures will have to be considered by the Management, so that '*life at our campus remains a joyous celebration*'.



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## APPENDIX 1



# St. Andrew's College of Arts, Science and Commerce

## PROSPECTUS

### THE COLLEGE CREST AND MOTTO

Against the scenario of darkness that has engulfed the human horizon due to ignorance, oppression, corruption, denial of justice and human rights, inhuman treatment of women, drugs, alcoholism, depicted by the dark background, there is light which dispels the gloominess of our world and heralds joy and peace – the light of Jesus Christ, represented by the white host, who said “He who follows me will not walk in darkness.”

The patron of our college, St. Andrew, conscious of the social dimension of the gospel, dared to share the light of Christ with others. His death, is signified by the red diagonal Cross. The crest embodies our sincerity to enlighten the darkness that clouds our environment, by striving to live lives built on love and service.

Let St. Andrew's College be widely known and appreciated for the fibre and sinew of moral and intellectual strength of the academic community, which it is privileged to house and nourish, and for its efforts to dispel darkness and brighten the lives of our sisters and brothers around us.

St. Andrew's College, affiliated to the University of Mumbai was founded in 1983 by the Catholic Archdiocese of Mumbai primarily for the Catholic Community but not exclusively, which has a large network of schools and college spread all over the city and in the districts of Thane and Raigad.

A large number of priests, sisters, and lay persons are engaged in the work of educating the young minds of our country. Education has been a major thrust of the Archdiocese which has catered and is catering not only to the Catholic Community, for which the Catholic Education system is primarily established, but also to others, irrespective of caste, creed and culture, Mumbai the “Urbis prima” has a big share in the educational apostolate.

The college is under the jurisdiction and control of the Archbishop of Mumbai and enjoys the status of a minority educational institution. The college stands for academic excellence, development of skills and especially character-formation based on the love of God and service of people, as exemplified in the person of Jesus Christ, with a view to training citizens, distinguished for their sincere commitment to God and country. It seeks to promote harmony and all-round integration among the various people and cultures of



our country, by striving to infuse in its students, a sincere concern for others, to make their lives socially meaningful and useful, by lending a helping hand to the oppressed and the down-trodden.

The University of Mumbai to which it is affiliated has entrusted St. Andrew's College with the task of preparing students for a Bachelor's degree in Arts, Science, Commerce, (B.A., B.Com, B.M.S., B.M.M., and B.Sc.(IT)).

St. Andrew's College will, therefore, endeavour to contribute to the necessary transformation of society by striving to ensure that the principles of justice, equality of opportunity, genuine freedom and respect for religious and moral values enshrined in the Constitution of India shall prevail, and that all people shall live in peace and harmony with human dignity and self-respect.

#### **COLLEGE TERMS:**

First Term	:	9 <sup>th</sup> June 2003 to 10 <sup>th</sup> Oct. 2003 (Both days inclusive)
Second Term	:	7 <sup>th</sup> Nov. 2003 to 30 <sup>th</sup> April 2004 (Both days inclusive)
Winter Break:	:	26 <sup>th</sup> Dec. 2003 to 1 <sup>st</sup> Jan. 2004 (Both days inclusive)

#### **COLLEGE TIMING:**

Monday to Saturday : 7.30 a.m. to 2.00 p.m.

#### **ADMISSION POLICY**

Subject to the rules and regulations of the Government and the University of Mumbai, admissions to this College are made on the following basis:

1. As this College has been (primarily) established to serve the needs of the Catholic Community, preference will be given to students of this community. However, no one can claim admission as a matter of right.
2. Option to the economically and socially disadvantaged in the matter of admission is the stated policy of the Archdiocese.
3. Merit or a good percentage at the Public Examination (S.S.C., H.S.C.) is not the sole criteria for admission to the College. Past records of performance in school and college, together with the character and behaviour of the student, may also be considered at the time of admission.
4. No admission is secured until full payment of the fees is made.



5. All admissions are valid for that academic year and therefore have to be renewed for each subsequent year in college, irrespective of whether the student passes or fails. Admission to the higher class may be denied on the ground of unsatisfactory conduct, attendance etc.
6. A student ceases to be a student when he/she does not rejoin at the beginning of the academic year.

### ADMISSION RULES

1. Application forms for admission to the First Year of the Senior College will be made available from the date the H.S.C. results of the Maharashtra Board are announced. They should be submitted to the College office within two days of the results.
2. (a) Students passing the H.S.C. or any other examination conducted by Boards/Universities outside the State of Maharashtra, should first obtain a provisional eligibility certificate from the Registrar, University of Mumbai, Eligibility Section, Vidyanagari, Santacruz (E), Mumbai 400 098 before they seek admission to the Senior College.  
(b) For confirmation of the eligibility, students should submit to the College Office before the close of the first term, the statement of marks, the Passing Certificate and the Migration Certificate.
3. Students seeking admission should apply in person during the hours notified for the purpose.
4. A student seeking admission to this college shall have to present himself along with an application, in the prescribed form, duly filled in and signed by him and by his parent/guardian, for an interview with the Principal. No admission shall be regarded as duly granted, unless it is granted by the authority of the Principal, and the necessary fees have been received by the college office.
5. All admissions are valid only for one academic year and are required to be renewed by application in the prescribed form for every subsequent year of study in college.
6. Normally, a student of this college who has qualified for admission to a higher class, will be admitted to such a class, provided an application for the purpose, in the prescribed form, duly filled in, has been received with the necessary fees within the notified period.
7. Once a student is admitted to college he/she shall be liable to pay full fees for the whole year. A student once admitted will be considered as duly enrolled for the academic year, unless he informs the Principal, in writing, of his/her intention to leave college.

8. For admission to any class it is necessary to produce in original:
- a. The statement of marks.
  - b. The passing certificate of the last examination.
  - c. No Objection Certificate from the Head of the Institution last attended in case students from other colleges join the S.Y. and T.Y. classes.
  - d. Eligibility Certificate in the case of students passing an examination from other Boards/Universities.

### **COURSES OFFERED**

The schemes of courses of study leading to the degree of B.A. and B.Com. under the three year integrated degree pattern are as follows:

#### **ARTS**

***F.Y.B.A. – 6 Papers (each paper of 100 marks – 600 marks)***

##### **Compulsory Subjects**

1. Foundation Course Paper I.
2. Communication Skills in English.
3. Hindi/French/Marathi.

**Optional Subject. Select any One of the following groups.**

- A) Sociology, Psychology, English
- B) Sociology, Psychology, Economics
- C) Sociology, Psychology, History

Optional Subjects selected in the First Year B.A. are to be continued in the Second Year B.A. (No change is allowed in the Second Year). In the Third Year a student can specialize in one or two of the three optional subjects selected in the First Year.

***S.Y.B.A. – 8 Papers (each paper of 100 marks – 800 marks)***

A student is required to offer eight papers as given below.

##### **Compulsory Subjects**

- i) Foundation Course Paper II
- ii) Advertising

**Optional Subjects (Options as selected in the First Year)**

- i) English Paper II & III
- ii) Economics Paper II & III
- iii) Sociology Paper II & III
- iv) Psychology Paper II & III
- v) History Paper II & III



### **T.Y.B.A.**

The choice of major (6 papers) or majors (3 papers of two subjects) will be decided at the beginning of the T.Y.B.A. Heads of departments will interview the students after reviewing the attendance and performance in the First Year and Second Year B.A. The college will not be held responsible if students are not granted the choice of their major(s) at the T.Y.B.A.

#### **Single Major – 6 papers of the subject**

- |              |               |
|--------------|---------------|
| i. Economics | ii) Sociology |
|--------------|---------------|

#### **Double Major (3 papers each of two subjects)**

- i) Sociology
- ii) Psychology
- iii) English
- iv) History

## **COMMERCE**

#### **F.Y.B.Com. – 7 papers (each paper of 100 marks - 700 marks)**

- 1. Foundation Course Paper-I
- 2. Business Communication
- 3. Environmental Studies
- 4. Mathematics and Statistics
- 5. Business Economics Paper-I
- 6. Commerce Paper-I
- 7. Accountancy & Financial Management – I

#### **S.Y.B.Com. – 6 papers (each paper of 100 marks - 600 marks)**

- 1. Foundation Course Paper – II
- 2. Business Economics Paper – II
- 3. Commerce Paper-II
- 4. Accountancy and Financial Management – II
- 5. Business Law
- 6. Advertising

#### **T.Y.B.Com. – 7 papers (each paper of 100 marks – 700 marks)**

##### **Compulsory Papers**

- 1. Business Economics Paper-III
- 2. Commerce Paper – III
- 3. Accountancy & Financial Management Paper-III
- 4. Accountancy & Financial Management Paper – IV
- 5. Accountancy & Financial Management Paper - V

##### **Applied Component Papers**

- 6. Direct & Indirect Taxation OR Marketing Research
- 7. Export Marketing OR Computer Systems & Applications OR Industrial Psychology



### **CONDITIONS FOR GRANTING TERMS:**

In order to keep terms a student must fulfill the conditions laid down in the University Ordinance 0.119 and 0.125

#### **0.119: Attendance :**

The following shall be the minimum attendance necessary for keeping terms:

Three-fourths of the number of days on which lectures are delivered during the First Term and the Second Term, SEPARATELY.

#### **0.125 : Academic Progress**

To keep a term, an undergraduate must complete, to the satisfaction of the Principal, the course of study prescribed for that term, for the class to which he/she belongs.

No student shall be allowed to take an active part in politics.

### **Students who fail to satisfy the conditions laid down in ordinances 0.119 and 0.125 will not be permitted to appear for the College / University Examination.**

1. Students are expected to acquaint themselves with their academic performance and attendance from the notices on the notice board as no individual intimation will be sent. Students who have not been granted terms will be notified at least 10 days before the commencement of the respective College/University examinations. The final list of students, whose applications to the University examination are being withdrawn, will be sent to the University immediately thereafter.
2. No student is allowed to absent himself/herself from the mid-term tests or the terminal examinations or from any other test conducted as per university rules.
3. Absence from any college test/examination must be justified in writing, and, in the case of illness, by a medical certificate. These letters and medical certificates, accompanied by a covering letter from the parent or guardian of the student, must be submitted to the College Office, by the last day of the examination.
4. Although illness or other serious circumstances may be considered valid reasons for absence from lectures, tests, tutorials, examinations, etc. these circumstances cannot condone a student for poor performance or absence from examinations, as there remains no evidence of satisfactory performance in examinations and satisfactory knowledge of the courses taught. Failure to write the required number of essays, unjustified absence from tests, tutorials, practicals, exams, etc. seriously prejudice a student's academic record. Accordingly, students with poor records or no records at all of academic performance will not be granted terms.



**EXAMINATION, TESTS, ASSIGNMENTS**  
**SENIOR COLLEGE – B.A./B.COM.**

1. There will be a terminal examination for all classes at the end of the first term. There will also be periodic tests and assignments during the course of each term. Examination/tests/project work will be conducted as per the directions received from the University from time to time.
2. T.Y.B.A. / T.Y.B. Com. students will have to appear for the University examination at the end of the academic year. Preliminary examinations modelled on the University Examination will be conducted for these students to equip them to answer the University Examination better.
3. For the F.Y.B.A. / F.Y.B.Com / S.Y.B.A. / S.Y.B.Com. students, the First and Second Term Examination will be conducted by the College on behalf of the University. The mode of examination – internal assessment/assignments/projects – will be as per the University's directions.
4. The standard of passing, rules of gracing and benefit of A.T.K.T. will be as per the University rules.
5. Details concerning examinations, will be displayed on the notice board, well in advance.
6. A student found to have used unfair means at the examination will be dealt with as per the provisions laid down under The University of Mumbai Ordinance No.220.

**BACHELOR OF MANAGEMENT STUDIES (BMS)**

**OBJECTIVES**

- (a) To create for the students of University of Mumbai an additional avenue of self-employment and also to benefit industry by providing them with suitably trained persons.
- (b) To prepare students to exploit opportunities being newly created in the Management Profession.
- (c) To provide adequate basic understanding about Management Education among the students.
- (d) To give adequate exposure to operational environment in the field of Management.
- (e) To inculcate training in the use of modern technology for the benefit of all parties concerned.



### **ELIGIBILITY**

- a) A candidate for being eligible for admission to the Degree Course in Management Studies shall have secured minimum 45% marks at the H.S.C. examination of Maharashtra State Board of Secondary & Higher Secondary Education, Pune, or its equivalent for the General Category (at first attempt) and minimum 40% marks for the Reserved Category (at first attempt).

### **AND**

- b) On the basis of score secured at the Centralised Common Entrance Examination (CCEE). Students who have appeared for H.S.C. examination in Maharashtra Board in March, 2003, or its equivalent are also eligible to appear for the Centralised Common Entrance Examination.

### **ADMISSION**

1. Admission is based on the merit list of Centralised Common Entrance Test.
2. Of 120 seats, 60 seats are reserved for minority (Catholic) students.
3. Admission for minority students will be on the objective criterion decided and applied by the College based on the rules of the University of Mumbai.
4. The admission schedule will be displayed on the notice board on the day of the H.S.C. results.

### **DURATION**

1. The course shall be a full time course. The duration of the course shall be six semesters spread over three years.
2. Number of Students: A batch shall consist of not more than 60 students.
3. The course shall consist of 39 modules comprising 38 theory papers and one project.

### **The Scheme of modules shall be as follows:**

#### **First Year : First Semester (Seven Papers)**

- 1.1 Foundation of Human Skill – I
- 1.2 Finance and Cost Accounting
- 1.3 Business Law
- 1.4 Quantitative Methods for Business – I
- 1.5 Effective Communication – I
- 1.6 Principles of Management – I
- 1.7 Introduction to Computers

**First Year : Second Semester (Seven Papers)**

- 2.1 Foundations of Human Skill – II
- 2.2 Industrial Law
- 2.3 Computer Applications in Business
- 2.4 Business Environment
- 2.5 Managerial Economics – I
- 2.6 Production Management
- 2.7 Environmental Management

**Second Year : Third Semester (Six Papers)**

- 3.1 Management Accounting
- 3.2 Managerial Economics – II
- 3.3 Marketing Management
- 3.4 Materials Management
- 3.5 Effective Communication – II
- 3.6 Principles of Management – II

**Second Year : Fourth Semester (Six Papers)**

- 4.1 International Marketing
- 4.2 Elements of Direct and Indirect Taxes
- 4.3 Export-Import Procedures and Documentation
- 4.4 Management of Small Scale Industries
- 4.5 Productivity of Quality Management
- 4.6 Public Relations Management

**Third Year : Fifth Semester (Seven Papers)**

- 5.1 Human Resources Management
- 5.2 Service Sector Management
- 5.3 Financial Management
- 5.4 Elements of Logistics Management
- 5.5 Management of Co-operatives
- 5.6 Rural Marketing
- 5.7 Project Work – I

**Third Year : Sixth Semester (Six Papers)**

- 6.1 Entrepreneurship
- 6.2 Quantitative Methods for Business – II
- 6.3 Marketing Research
- 6.4 Indian Management Thought and Practices
- 6.5 Elective Paper – I Econometrics OR International Finance
- 6.6 Elective Paper – II Special Study in Finance OR Special Study in Marketing



## **BACHELOR OF MASS MEDIA (B.M.M.)**

The University of Mumbai has introduced Bachelor of Mass Media to prepare students to compete in the technology driven New Economic Order. Availing of this opportunity, we started this course to train students to face the new challenges of this dynamic world.

### **OBJECTIVES**

1. To provide students with a firm grounding in studies related to various Mass Media through understanding society's diverse cultural foundation and to stimulate social responsibility.
2. To develop critical thinking, creativity and personal integrity.
3. To give the students an opportunity of combining theoretical curriculum with practical applications through detailed research, lucid writing and communication skills, oral presentation skills and mastery of various mass communication media in a global information age.
4. To offer the students additional avenues in the job market, by giving them an opportunity of specializing in a variety of analytical and practical options in the communications industry.

### **ELIGIBILITY**

A candidate, for being eligible for admission to the Degree Course in Bachelor of Mass Media shall have passed the Std. XII Examination of the Maharashtra Board of Higher Secondary Education or its equivalent, from the Arts Science or Commerce Stream securing not less than 50% marks in aggregate at the first attempt.

### **ADMISSION**

- a) Admission will be on the basis of a system evolved by the college, which includes an entrance test and personal interview.
- b) A batch shall consist of not more than 60 students.
- c) Of the 60 seats, 30 seats are reserved for minority (Catholic) students.

### **DURATION**

1. The course shall be a full time course. The duration of the course shall be six semesters spread over three years.
2. The course shall consist of 34 theory papers, 1 project and internship of 4 weeks duration.

**THE SCHEME OF PAPERS SHALL BE AS FOLLOWS:**

**First Year : First Semester (Six Papers)**

1. Effective Communication Skills – I
2. Fundamentals of Mass Communication
3. Introduction to Computers
4. Introduction to 20<sup>th</sup> Century World History
5. Introduction to Sociology
6. Economics

**First Year : Second Semester (Six Papers)**

1. Effective Communication Skills – II
2. Political Concepts and Indian Political System
3. Principles of Marketing
4. Introduction to Psychology
5. Principles of Management
6. Introduction to English / Marathi / Hindi / Sanskrit / Gujarati / German / Sindhi Literature

**Second Year : Third Semester (Six Papers)**

1. Introduction to Advertising
2. Introduction to Journalism
3. Introduction to Public Relations
4. Introduction to Media Studies
5. Culture Studies
6. Creative Writing

**Second Year : Fourth Semester (Six Papers)**

1. Mass Media Research
2. Understanding Cinema
3. Organisational Behaviour
4. Radio and Television
5. Advanced Computers
6. Print Production and Photography

**In the third year students have to specialize in either Advertising or Journalism**

**Third Year : Fifth Semester (Six Papers) (ADVERTISING)**

1. Advertising in Contemporary Society
2. Copywriting
3. Advertising Design
4. Consumer Behaviour
5. Media Planning and Buying
6. Brand Building



**Third Year : Fifth Semester (Six papers) (JOURNALISM)**

1. Reporting
2. Editing
3. Feature Opinion
4. Journalism and Public Opinion
5. Indian Regional Journalism
6. Niche and Magazine Journalism

**Third Year : Sixth Semester (Six Papers) (ADVERTISING)**

1. Advertising and Marketing Research
2. Legal Environment and Advertising Ethics
3. Financial Management for Marketing and Advertising
4. Agency Management
5. Principles and Practices of Direct Marketing
6. Contemporary Issues

**Third Year : Sixth Semester (Six Papers) (JOURNALISM)**

1. Journalism Laws and Ethics
2. Broadcast Journalism
3. Niche Journalism – II
4. Internet and Global Media
5. Newsmedia Management
6. Contemporary Issues

**SCHEME OF EXAMINATION**

1. The examination shall be conducted at the end of each semester.
2. A paper shall carry 100 marks. The evaluation of the performance of the students in the papers shall be on the basis of both Internal Assessment (50%) and Semester End Examination (50%), Internal Assessment shall be on the basis of class assignment, group discussions, seminar attendance, field visits, etc.
3. The semester-end examination shall be held at the end of each Semester and shall be of two hours duration.
4. The responsibility of evaluation during the first four Semesters shall rest with the college/institution wherein the students are admitted for the course. The college/institution shall carry out the Internal Assessment for papers in Semester V and VI, while the University shall conduct the semester-end examination for these two Semesters. The Internal Assessment marks of students appearing for the Semester V and VI shall be sent to the University by the respective college / institution before the Commencement of the respective semester-end examination.

## **BACHELOR OF SCIENCE in INFORMATION TECHNOLOGY** **(B.Sc. I.T.)**

B.Sc.I.T. the new 3 year integrated course as introduced by the University of Mumbai is conducted in our college. It aims to synergise Information Technology in all its ramifications. To meet this objective, the programme is designed to provide basic inputs in various aspects of and broad understanding of IT and its other interdisciplinary interfaces. The focus of the programme is Information Technology and Management of Information Technology.

Information Technology's role is fast emerging as a driver rather than an enabler of business. It is used from simple office automation to decision support, re-engineering and organisation transformation. A new centre of professionals, who will harness the awesome capabilities of Information Technology, is required to tap the full potential of this tool.

### **OBJECTIVES**

1. To create for the students of University of Mumbai an additional avenue of self-employment and also to benefit industry by providing them with suitable trained persons.
2. To prepare students to exploit opportunities being newly created in the field of IT.
3. To provide adequate basic understanding about IT among the students.
4. To give an adequate exposure to operational environment in the field IT.
5. To inculcate training in the use of modern technology for the benefit of all parties concerned.

### **ELIGIBILITY AND ADMISSION TO F.Y.B.SC. – IT**

1. No Common Entrance Test will be conducted.
2. 10+2 candidates with Mathematics at Std XII
3. Minimum 45% aggregate for Open and 40% aggregate for Reserved Category at Std XII

### **Diploma Students**

Candidates with a Diploma in Computer Engineering / Computer Science / Computer Technology / Electrical, Electronics and Allied, Mechanical and Allied, Civil and Allied branches of Engineering are eligible.

However, the Diploma should be recognized by Board of Technical Education or any other recognized Government body.



### **Second Year: Fourth Semester (Five Papers)**

- 4.1 Data Base Concepts and Systems
- 4.2 Operational Systems
- 4.3 C++ and JAVA
- 4.4 E-Commerce
- 4.5 SW Engineering

### **Third Year: Fifth Semester (Five Papers)**

- 5.1 Internet Security
- 5.2 Visual Basic 6
- 5.3 SQL 2
- 5.4 **Elective I (Select one of the following)**
  - 5.4.1 Multimedia
  - 5.4.2 Embedded Systems and Programming
  - 5.4.3 Web Design and Internet Based Applications
  - 5.4.4 Advanced JAVA
- 5.5 **Elective II (Select one of the following)**
  - 5.5.1 ERP Systems
  - 5.5.2 GIS
  - 5.5.3 Management Information Systems
  - 5.5.4 BPR

### **Third Year: Sixth Semester (Five Papers)**

- 6.1 C# (pronounced as C sharp)
- 6.2 Internet Technologies
- 6.3 CRM
- 6.4 **Elective III (Select one of the following)**
  - 6.4.1 Strategic IT Management
  - 6.4.2 Total Supply Chain Management
  - 6.4.3 Project Management
  - 6.4.4 IT Laws and Patents
- 6.5 **Project** (This project work preferably in Software Organization / Institution / Research Organization).

### **SCHEME OF EXAMINATION**

- 1. Theory paper max marks = 100
- 2. Practical / Tutorial = 50
  - ❖ Distinction is awarded for 75% and above
  - ❖ First Class is awarded for 60% and above but below 75%
  - ❖ Second Class is awarded for 50% and above but below 60%
  - ❖ Pass Class is awarded

## REFUND OF FEES

Application for refund of fees shall be made in the prescribed form available in the College office.

Refund of fees will be as per rules and directions of the University of Mumbai.

## LIBRARY

*"Reading serves for delight, for ornament, for ability. The crafty condemn it, the simple admire it; the wise use it".*  
Bacon

The library is the nerve center of all the academic activities in the College. It provides a place in which to study, material for study and services to assist study. Its facilities exist solely to cater to the needs of the academic community of the College. The library has a collection of text books, reference books, journals, periodicals, etc. for the use of students and teachers. To ensure maximum benefit to students and lecturers, certain regulations are laid down which are to be observed by all the users of the library.

1. The College library is normally open from 7.30 a.m. to 5.00 p.m. (Monday through Saturday). The timings may be altered during vacation time. The library will be closed on Sundays and public holidays.
2. STRICT SILENCE MUST BE MAINTAINED IN THE LIBRARY.
3. Students must produce their identity cards to have access to the library.
4. Books are issued strictly in order of application. It is left to the discretion of the Librarian not to issue certain books when circumstances warrant.
5. No books or periodicals may be removed from the library unless the request has been registered at the issuing counter.
6. Readers must, on receiving a book, examine it and report to the librarian any damage therein. If they fail to do so, they will be held responsible for any damage that may be detected later.
7. Books lost, damaged or defaced must be paid for by the reader in whose name they were issued. The value of the books will be assessed by the Librarian.
8. All books must be returned by the due date. An overdue fine will be imposed on all books not returned in time. In ordinary times, the fine for overdue books is Re.1 per day for the first 10 days, thereafter Rs.2 per day. Overdue charges will be increased during the examination periods.
9. Furniture must not be rearranged and may only be used for its proper purpose, e.g. no sitting or resting feet on tables. Litter must not be dropped on the floor.
10. No eatables should be brought and consumed in the library.
11. Students causing disturbance in the library are liable for fine and suspension from the library.
12. Students are liable to forfeit their membership of the library for disregard of the library rules, indiscipline or misbehaviour.



## RULES AND REGULATIONS

1. All students are expected to conduct themselves in a manner worthy of an educated Indian citizen. Such conduct is based on respect for the dignity and right of individuals, respect for public and personal property and personal and academic honesty. All students are responsible to the Principal for their conduct in College. Should students misbehave, outside college, tarnishing its image appropriate action will be taken by the authorities within the principles of justice and equity.

**Students are also expected to avail themselves of the special facilities provided to them by the Value Education Programme which seeks to enrich their lives as good citizens of India.**

2. Insubordination and unbecoming language or misconduct in any form are sufficient reasons for the dismissal of a student.
3. Students are required to carry with them their identity cards. Identity cards must be shown, if demanded by the Principal / Lecturer or any other official staff of the college.
4. Pagers, mobiles or any other electronic communication gadgets or any other musical instruments are strictly prohibited in the college building. Strict action will be taken if a student violates this rule.
5. Any kind of demonstration that restricts the freedom of the College Community and disrupts the smooth running of the College is banned.
6. Smoking, playing cards or any form of gambling, consumption of alcohol and the use, possession and distribution of drugs are strictly prohibited in the College premises and campus. Offenders will be dealt with severely.
7. At the time of admission, every student shall sign a declaration on her/his admission form, that he/she will abide by all rules and regulations and accept the decision of the Principal in all matters as final. He/she will also give an undertaking to accept the University Ordinances 0.119 and 0.125, which inter alia provide for the withdrawal of the University examination form.
8. No student should be loitering along the corridors or in the lobby near the lecture rooms during lecture hours.
9.
  - (a) **All students – both boys & girls must dress modestly. Action will be taken against those who violate this rule.**
  - (b) **The dress code to be followed by the students will be displayed on the notice board.**



10. Students shall do nothing either inside or outside the College that will in any way interfere with its orderly administration and discipline.
11. No society or association shall be formed in the College and no person invited to address a meeting without the Principal's prior permission.
12. No student shall collect any money as contribution for educational visits, get-together, study-notes, charity or any other activity without the prior sanction of the Principal.
13. The College does not organize picnics, tours etc. except educational tours where parents will be duly informed.
14. In College debates and other meetings the chairperson shall be a responsible individual approved by the Principal and the subject of debates shall have the previous approval of the Principal.
15. No student shall communicate any information to or write about matters dealing with the college administration in the Press.
16. Students are expected to take proper care of the College property and to help in keeping the premises neat and tidy. Causing damage to the property of the College e.g. defacing walls, doors, damaging fittings or breaking furniture, etc., is a breach of discipline and will be duly punished.
17. Students should not leave their books, valuables and other belongings in their classrooms whenever they go away from their classrooms for any reason. They are advised to carry with them their books, valuables and their belongings whenever they leave the common rooms/class rooms.
18. The College is not responsible for lost property. Students should deposit the property found by them in the college office. The owner should claim it on the following day with adequate proof of ownership.
19. Vehicles brought by students will be parked at the owner's risk in the place provided for the purpose. The College is not responsible for any damage to or theft of the vehicle. Parking place is provided, subject to the availability of space. No body can claim parking place as a matter of right. Time for entry and exit to and from the campus will be notified by the Principal.
20. If, for any reason, the continuance of a student in College is, in the opinion of the Principal, detrimental to the best interests of the College, the Principal may ask such a student to leave college without giving reasons for his decision. The Principal's decision shall be final.



21. Students who invite outsiders or are found with outsiders in the College campus are liable for strict action to be taken against them.
22. Students joining this College are expected to accept and observe all the Rules and Regulations of the College and to undertake to submit to the normal enforcement of the same, to the satisfaction of the Principal, whose decision in this regard shall be final.
23. Matters not covered by the existing rules shall rest at the absolute discretion of the Principal.

### **STUDENTS' COUNCIL**

A Students' Council is to be formed under section 40(2)(b) of Maharashtra Universities Act, 1994.

The Students' Council is expected:

1. To act as leaven among the students and thus promote a sense of belonging and solidarity with one another and with the college authorities.
2. To collaborate with the Principal and the members of the teaching fraternity, to achieve the aims and objectives of the college.
3. To help the student community to develop their talents, grow in maturity and corporate responsibility, which will stand them in good stead in future. To achieve these objectives the Students' Council will organize various programmes with the prior permission of the Principal and in consultation with the Professor-in-Charge.

### **GYMKHANA**

Students are encouraged to participate in various sports/games activities. We have facilities for Carrom, Chess, Table-Tennis (indoor games) and Basketball, Throw-Ball, Badminton, Volley-Ball, Football and Hockey (outdoor games).

We conduct St. Andrew's Hockey Challenge Cup – an annual inter collegiate tournament since 1997.

We are proud to state that many of our students played at University, State, National and even International tournaments in Athletics, Aquatics, Football, Basketball and Chess.

We are privileged to state that two of our ex-students played in the Hockey Olympics.

We believe and work towards realizing the old adage "Sound Mind in a Sound Body".

### **THE COLLEGE CANTEEN**

The College canteen provides, tea, coffee, soft drinks, and various snacks. The quality and prices are subject to constant scrutiny. The canteen will remain open during the time specified by the Principal.

### **VALUE EDUCATION**

We have a comprehensive and recognized Value Education Programme which caters to the moral and social requirements of all our students. Students completing the course will receive a Certificate in Value Education, at the end of their final year in college.

### **STUDENTS' COUNSELLING CENTRE**

An experienced panel is available to students for counselling. Students may consult counsellors with an appointment suitable to both, especially for group counselling and personality development.

Students wishing to avail themselves of counselling are advised to contact the counsellor directly in his/her office during the specified time.

### **NATIONAL SERVICE SCHEME (N.S.S.)**

The N.S.S. programme as directed by the University is included to provide opportunities for students to understand and help in social problems. By doing so, we expect students to enhance their own personality. This programme will be conducted under the able guidance of the Programme Officer who is a member of the Teaching Staff of the College.

### **COLLEGE OFFICE**

Parents/Guardians of students may meet the Principal on Saturdays between 9.00 a.m. and 11.30 a.m. only.

1. The College Office will remain open to students during the following hours:  
9.10 am to 9.30 am  
11.00 am to 12.30 pm  
2.40 pm to 3.30 pm



The College Office remains closed on second and fourth Saturdays of the month. Students applying for certificates, testimonials, etc. and those requiring the Principal's signature on any kind of document or application should contact the office Superintendent. No paper should be taken by the student directly to the Principal for signature. The office will verify the details and prepare the certificate/testimonial and the students should collect the same only 48 hours after submission.

2. Railway Concession forms (local) will be issued to bonafide students on the following days during office hours :  
MONDAYS, WEDNESDAYS AND FRIDAYS
3. Long journey Railway Concessions will be issued to students to their native place only during vacations. No student should approach the office for concessions during the term.

### **COLLEGE SPECIAL PRIZES & SCHOLARSHIPS**

1. Msgr. Nereus Rodrigues Sacerdotal Golden Jubilee (1999) Scholarship.  
*Outstanding Student in Value Education.*
2. Lawrence and Maria D'Abreo Scholarship  
*For consistent Academic Excellence from the First Year onwards leading to T.Y.B.Com.*
3. Rui Smith Scholarship  
*Highest marks in Hindi at the F.Y.B.A.*
4. Iqbal nathni Scholarship  
*Highest marks in Psychology at the F.Y.B.A.*
5. Edward Saldanha Scholarship  
*Deserving First Class student of F.Y.B.A.*
6. Mrs. Sheila Chaves Scholarship  
*Most Deserving Student of S.Y.B.A.*  
*Most deserving Student of S.Y.B.A.*
7. Clifford Athaide Memorial Scholarship  
*Best Sportswoman of the year*  
*Best Sportsman of the year*  
*Highest aggregate marks at T.Y.B.A.*  
*Highest aggregate marks at T.Y.B.Com.*
8. Mr. Louis and Mrs. Annie Gonsalves Scholarship  
*Most Deserving Student of S.Y.B.A.*



*Most Deserving Student of S.Y.B.Com.*

9. Ms. Germaine Remedios Scholarship  
*Highest marks in Mathematics at F.Y.B.Com.*
10. Kenneth Remedios Scholarship  
*Highest marks in Advertising at S.Y.B.Com.*
11. Clement Dos Remedios Scholarship  
*Highest marks in MHRD at the T.Y.B.Com Examination.*
12. Mrs. Veeda Menezes Scholarship  
*Securing First Class at T.Y.B.A Examination.*  
*Securing First Class at the T.Y.B.Com Examination.*
13. Mabel Tavares Memorial Scholarship  
*Highest marks in Mathematics and Statistics with a First class at the T.Y.B.A Examination.*
14. Late Edwin D'Souza Scholarship  
*Highest marks in History at T.Y.B.A.*  
*Highest marks in any subject at T.Y.B.A.*
15. Dr.Radhakrishnan Scholarship  
*Highest marks in History at F.Y.B.A.*
16. Dr. Bishnupriya Chakravati Scholarship  
*First class in Sociology Major (6 papers) T.Y.B.A.*
17. Mr. Willie and Mrs. Mary D'Souza Scholarship  
*Highest marks in History at T.Y.B.A.*
18. Agnello Menezes Scholarship  
*Most Deserving Student of S.Y.B.A or S.Y.B.Com.*
19. Rev. Dr.Percival Fernandez Scholarship  
*For standing First in F.Y.B.A. (Annual Exams)*  
*For standing First in S.Y.B.A.(Annual Exams)*  
*For standing First in T.Y.B.A. (University Exams)*  
*For standing First in F.Y.B.Com.(Annual Exams)*  
*For standing First in S.Y.B.Com (Annual Exams)*  
*For standing First in T.Y.B.Com. (University Exams)*
20. Mikhail Gorbachev Scholarship  
*Highest marks in History at S.Y.B.A.*



21. Mercy Raj Memorial Scholarship  
*Highest marks in History at S.Y.B.A.*
22. Rabindranath and Aparna Sen Scholarship  
*Highest marks in English at T.Y.B.A.*
23. Azim Tapia Scholarship  
*Highest marks in F.Y.B.A.*
24. Prof . Prafulla Pereira Scholarship  
*Highest marks in Psychology Testing and Statistics at T.Y.B.A.*
25. Emilia Gomendes Memorial Scholarship  
*Highest marks in Psychology at T.Y.B.A.*
26. T.R.Arunachalam Scholarship  
*Highest marks in Financial Accounting and Auditing at the T.Y.B.Com Examination.*
27. Iqbal Nathani Scholarship in memory of Vinod Mehra  
*Outstanding Performance in Cultural Activities.*
28. Nelson Mandela Scholarship  
*Best Value Education Co-ordinator.*
29. Mrs. Marie Correa Scholarship  
*Best All Round Student-Male.*  
*Best All Round Student-Female.*
30. 'The Swavalamban Helfta Vikas Mandal Scholarship'  
Awarded by Mrs. Elfreda D'Almeida  
*Outstanding leaders and social workers – T.Y.B.A. or T.Y.B.Com.*
31. The college also offers freeship to economically handicapped students.  
DONORS:  
Bishop Longinus Fund  
Ms. Marie Fernandes  
Mr. Denie Ribeiro  
Mr. Oswald V. Alves  
Dr. Percival Fernandes  
Mr. Prabhakar Bhatkar

### **SCHOLARSHIP / PRIZES**

Scholarship / Prizes will be awarded to a student who secures highest aggregate marks in each semester for the students of the self-financing courses i.e. BMS, BMM, BSC(IT).

### Inter-Class Tournament

#### TROPHIES

- |   |   |                                       |
|---|---|---------------------------------------|
| 1. Simon Cardinal Pimenta Trophy                            | - | Best Sports person                    |
| 2. Valerian Cardinal Gracias Trophy                         | - | Best Sports person                    |
| 3. Principal Lilla D'souza and<br>Prof. Alpana Neogy Trophy | - | Inter-class Dramatics<br>Competition  |
| 4. History Class of '89 Trophy                              | - | Inter Faculty Debating<br>Competition |
| 6. Principal Pricilla Fernandes Trophy                      | - | Best Student of the Year              |
| 7. Football Trophy  | - | Interclass Football<br>Competition    |
| 8. Basketball Trophy  | - | Interclass Basketball<br>Competition  |

### **Inter-College Competitions and Tournaments Conducted by the College**

<u>Items</u>	<u>Trophy Awarded</u>
<b>In Tune</b>	- St. Andrew's Rotating Trophy (for Winners and Runners-Up)
<b>Debate</b>	- Nehru Birth Centenary Trophy
<b>Elocution</b>	- Principal Lilla D'Souza Trophy
<b>Quiz</b>	- Simon Cardinal Pimenta Trophy
<b>Hockey (Boys)</b>	- St. Andrew's Hockey Challenge Trophy
<b>Hockey (Girls)</b>	- St. Andrew's Hockey Challenge Trophy



### Inter-Class Tournament

#### TROPHIES

- |   |   |                                       |
|---|---|---------------------------------------|
| 1. Simon Cardinal Pimenta Trophy                            | - | Best Sportsperson                     |
| 2. Valerian Cardinal Gracias Trophy                         | - | Best Sportsperson                     |
| 3. Principal Lilla D'souza and<br>Prof. Alpana Neogy Trophy | - | Inter-class Dramatics<br>Competition  |
| 4. History Class of '89 Trophy                              | - | Inter Faculty Debating<br>Competition |
| 6. Principal Pricilla Fernandes Trophy                      | - | Best Student of the Year              |
| 7. Football Trophy  | - | Interclass Football<br>Competition    |
| 8. Basketball Trophy  | - | Interclass Basketball<br>Competition  |

### Inter-College Competitions and Tournaments Conducted by the College

#### Items

**In Tune**

**Debate**

**Elocution**

**Quiz**

**Hockey (Boys)**

**Hockey (Girls)**

#### Trophy Awarded

- |   |   |
|---|---|
| - | St. Andrew's Rotating Trophy (for Winners and Runners-Up) |
| - | Nehru Birth Centenary Trophy                              |
| - | Principal Lilla D'Souza Trophy                            |
| - | Simon Cardinal Pimenta Trophy                             |
| - | St. Andrew's Hockey Challenge Trophy                      |
| - | St. Andrew's Hockey Challenge Trophy                      |

APPENDIX 2A					
ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE					
BANDRA(W), MUMBAI - 400 050.					
ESTIMATED BUDGET OF SENIOR COLLEGE FOR THE YEAR 2001 - 2002					
	RECEIPTS				
	BUDGET	RECEIPTS	BUDGET:	SALARY	NON-SAL.
	2000-2001	2000-2001	2001-2002		
GRANT IN AID:					
SALARY	4218531	5732049	4891987	4891987	
NON-SALARY GRANT	356000	150000	375000		375000
RENT 48000 576000 x 75%	432000	432000	432000		432000
TUITION FEES (1720-25 x 800)	1356000	1342800	1356000	1356000	
LIBRARY FEES (1720-25 x 75)	131250	126923.5	121500		121500
GYMKHANA FEES (1720 x 125)	175000	169250	164500		164500
PSCA (1720 x 5)			8225		8225
OTHER FEES (1720 x 75)	131250	127511.5	123375		123375
COMPUTER PRACTICAL	97500	146610	112500		112500
TC/LC	12000	11000	12000		12000
SALE OF ADMISSION FORM	12000	13260	15000		15000
LIBRARY FINES	1500	6750	7000		7000
LOAN FROM MANAGEMENT	158500		303400		303400
<b>TOTAL</b>	<b>7081531</b>	<b>8258154</b>	<b>7922487</b>	<b>6247987</b>	<b>1674500</b>



**ESTIMATED BUDGET OF SENIOR COLLEGE FOR THE YEAR 2001 - 2002**  
**PAYMENT**

	BUDGET	EXPEND.	BUDGET	SALARY	NON-SAL.
	2000-2001	2000-2001	2001-2002		
SALARIES: TEACHING	4225000	3850380	4804136	4804136	
NON-TEACHING	1273531	1148123	1393851	1393851	
LEAVE ENCASHMENT	15000	9312	25000	25000	
L. T. C.	32000	0	25000	25000	
COLLEGE UP KEEPS	20000	20565	20000		20000
TRAVELLING EXPENSES	8000	7435	8000		8000
PRINTING & STATIONERY	20000	23260	20000		20000
OFFICE EXPENSES	10000	6445	7000		7000
POSTAGE	2500	1200	2500		2500
LIBRARY BOOKS	123000	106860	128000		128000
LIBRARY PERIODICALS	8000	12348	15000		15000
LIBRARY BIND. & SUPPL.	8000	7716	15000		15000
READING ROOM	3000	2352	3000		3000
AFFILIATION FEES	6000	6150	6000		6000
STAFF UNIFORM & WASHING	20000	0	15000		15000
REPAIRS & MAINTENANCE	50000	49900	35000		35000
TELEPHONE	30000	26600	30000		30000
ELECTRICITY CHARGES	360000	353000	350000		350000
ELECTRICAL ACCESSORIES	8000	6500	15000		15000
AUDIT FEES	7500	7350	8000		8000
STAFF RECRUITMENT & ADVT.	25000	21158	25000		25000
FURNITURE & EQUIPMENT	25000	18500	75000	0	75000
RENT FOR BUILDING	432000	432000	432000		432000
CO-CURRICULAR ACTIVITIES	40000	31219	55000		55000
GYMKHANA EXPENSES	125000	117500	150000		150000
MAGAZINE EXPENSES	50000	40250	55000		55000
COMPUTER PRACTICAL EXPS.	125000	120000	180000		180000
WATER CHARGE	30000	26413	25000		25000
<b>TOTAL</b>	<b>7081531</b>	<b>6452536</b>	<b>7922487</b>	<b>6247987</b>	<b>1674500</b>



**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE BANDRA, MUMBAI**  
**NON SALARY ACCOUNT**  
**RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2002.**

RECEIPTS	Rs.	Rs.	PAYMENTS	Rs.	Rs.
To Balance on 1.4.2001:			To Printing & Stationery		16304.42
With State Bank Of Patiala			" Postage		1542.00
On Saving Bank Account			" Gymkhana Expenses		123930.00
Account No. 01100006302	34084.84		" Reading Room Expenses		2723.50
Petty Cash	60.68	34145.52	" Affiliation Fees		6000.00
" Fees:			" Audit Fees		6825.00
Library Fees	127928.00		" Office Expenses		3204.00
Gymkhana Fees	170650.00		" Travelling Expenses		6804.50
Other Fees	129412.00		" College Up Keeps		9164.50
Fines	12684.00	440674.00	" Library Supply/Binding		13377.20
" Transference/Leaving Certificate		49548.00	" Library Periodicals		12878.00
" Interest on Saving Bank Account		3979.75	" Co-Curricular Activities		51199.00
" Grant-in-Aid		200000.00	" Telephone Expenses		22575.00
" Miscellaneous Receipts		37563.10	" Electricity Charges		198140.00
" Computer Practical Fees		208340.00	" Repairs & Maintenance		24393.00
" Promotion of Sports & Cultural Activities Fees		8625.00	" Electrical Accessories		13653.00
" Grant-in-Aid - PTC/STC		3272.00	" Magazine Expenses		45500.00
" Vice Chancellors Fund		3.00	" Rent		432000.00
" Remuneration from University of Mumbai (for Project)		4545.00	" Staff Recruitment/Advertisement		6448.00
" Transfer from Management		532000.00	" Computer Practical Expenses		35633.00
" Scholarship Received		3860.00	" Water Charges		17172.00
			" Washing Allowance		13477.50
			" N.S.S. Expenses		8825.00
			" Scholarship Paid Out		2480.00
			" Furniture & Fixtures		71700.00
			" Library Books		120604.73
			" Computer Expenses		142100.00
			" Transfer to Management		100000.00
			" Balance on 31.3.2002:		
			With State Bank of Patiala		
			On Saving Bank Account		
			Account No.01100006302	17753.84	
			Petty Cash	148.18	17902.02
<b>TOTAL RUPEES</b>		<b>1526555.37</b>	<b>TOTAL RUPEES</b>		<b>1526555.37</b>



**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE, BANDRA, MUMBAI.**  
**UNAIDED DIVISION ACCOUNT**  
**RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2002.**

RECEIPTS	Rs.	Rs.	PAYMENTS	Rs.	Rs.
To. Balance on 1.4.2001: With State Bank of Patiala: On Saving Bank Account A/C. No. 01100006325		12443.09	By Salaries to Teaching Staff Pay Dearness Allowance House Rent Allowance Comp. Local Allowance Travelling Allowance Clock Hour	463353.00 180906.00 121895.00 14400.00 28800.00 55500.00	864854.00
" Tuition Fees		512200.00	" Audit Fees		1575.00
" Interest on Saving Bank Accounts		2844.17	" Balance on 31.3.2002: With State Bank of Patiala On Saving Bank Account Account No.01100006325		6058.26
" Transfer from: Examination Account Salary Account Association Account	100000.00 225000.00 20000.00	345000.00			
<b>TOTAL RUPEES</b>		<b>872487.26</b>	<b>TOTAL RUPEES</b>		<b>872487.26</b>

APPENDIX 2B					
ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE					
BANDRA(W), MUMBAI - 400 050.					
ESTIMATED BUDGET OF SENIOR COLLEGE FOR THE YEAR 2002 - 2003					
				RECEIPTS	
	BUDGET	RECEIPTS	BUDGET	SALARY	NON-SAL.
	2001-2002	2001-2002	2002-2003		
GRANT IN AID:					
SALARY	4891987	6431833	5351101	5351101	
NON-SALARY GRANT	375000	200000	397400		397400
RENT 48000 576000 x 75%	432000	432000	432000		432000
TUITION FEES (1720-25 x 800)	1356000	1372200	1356000	1356000	
LIBRARY FEES (1720-25 x 75)	121500	127928	121500		121500
GYMKHANA FEES (1720 x 125)	164500	170650	164500		164500
PSCA (1720 x 5)	8225	8625	8225		8225
OTHER FEES (1720 x 75)	123375	129412	123375		123375
COMPUTER PRACTICAL	112500	208340	187500		187500
TC/LC	12000	49548	55000		55000
SALE OF ADMISSION FORM	15000	37563	45000		45000
LIBRARY FINES	7000	12684	14000		14000
LOAN FROM MANAGEMENT	303400	532000	120000		120000
<b>TOTAL</b>	<b>7922487</b>	<b>9712783</b>	<b>8375601</b>	<b>6707101</b>	<b>1668500</b>



**ESTIMATED BUDGET OF SENIOR COLLEGE FOR THE YEAR 2002 - 2003**

**PAYMENT**

	BUDGET	EXPEND.	BUDGET	SALARY	NON-SAL.
	2001-2002	2001-2002	2002-2003		
SALARIES: TEACHING	4804136	6284688	5106601	5106601	
NON-TEACHING	1393851	2648196	1575500	1575500	
LEAVE ENCASHMENT	25000	0	25000	25000	
L.T.C.	25000	0	0		
COLLEGE UP KEEPS	20000	9165	15000		15000
TRAVELLING EXPENSES	8000	6805	8000		8000
PRINTING & STATIONERY	20000	44423	40000		40000
OFFICE EXPENSES	7000	3204	9000		9000
POSTAGE	2500	1542	2500		2500
LIBRARY BOOKS	128000	120605	125000		125000
LIBRARY PERIODICALS	15000	12878	15000		15000
LIBRARY BIND. & SUPPL.	15000	13377	16000		16000
READING ROOM	3000	2724	5000		5000
AFFILIATION FEES	6000	6000	6000		6000
STAFF UNIFORM & WASHING	15000	13478	5000		5000
REPAIRS & MAINTENANCE	35000	24393	35000		35000
TELEPHONE	30000	22575	30000		30000
ELECTRICITY CHARGES	350000	198140	410000		410000
ELECTRICAL ACCESSORIES	15000	13653	15000		15000
AUDIT FEES	8000	6825	10000		10000
STAFF RECRUITMENT & ADVT.	25000	6448	20000		20000
FURNITURE & EQUIPMENT	75000	71700	40000		40000
RENT FOR BUILDING	432000	432000	432000		432000
CO-CURRICULAR ACTIVITIES	55000	51199	75000		75000
GYMKHANA EXPENSES	150000	123930	175000		175000
MAGAZINE EXPENSES	55000	45500	50000		50000
COMPUTER PRACTICAL EXPS.	180000	177733	100000		100000
WATER CHARGE	25000	17172	30000		30000
<b>TOTAL</b>	<b>7922487</b>	<b>10358353</b>	<b>8375601</b>	<b>6707101</b>	<b>1668500</b>



RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2003.

RECEIPTS	Rs.	Rs.	PAYMENTS	Rs.	Rs.
To Balance on 1.4.2002:			To Printing & Stationery		31983.41
With State Bank Of Patiala			" Postage		1499.00
On Saving Bank Account			" Gymkhana Expenses		182064.25
Account No. 01100006302	17753.84		" Reading Room Expenses		4424.00
Petty Cash	148.18	17902.02	" Affiliation Fees		6000.00
Fees:			" Audit Fees		8925.00
Library Fees	125054.5		" Office Expenses		8041.00
Gymkhana Fees	208188		" Travelling Expenses		5058.50
Other Fees	127388		" College Up Keeps		10243.50
Fines	15935	476565.5	" Library Supply/Binding		17793.52
Transference/Leaving Certificate		42425	" Library Periodicals		13306.00
Interest on Saving Bank Account		5425.49	" Co-Curricular Activities		75034.00
Miscellaneous Receipts		37310.27	" Telephone Expenses		25915.00
Computer Practical Fees		159290	" Electricity Charges		392830.00
Promotion of Sports & Cultural Activities Fees		8785	" Repairs & Maintenance		20472.00
C-Charges		16890	" Electrical Accessories		13280.00
Vice Chancellors Fund		49	" Magazine Expenses		45258.00
Disaster Relief Fund		270	" Rent		432000.00
Transfer from Management		582000	" Staff Recruitment/Advertisement		16089.00
Contribution from:			" Computer Practical Expenses		29009.00
B.M.S. Account	25000		" Water Charges		25652.00
B.M.M. Account	15000		" Washing Allowance		3480.00
B. Sc. (I.T.) Account	10000		" N.S.S. Expenses		13968.00
Research Account	200000	250000	" Bank Charges		35.00
			" Furniture & Fixtures		14000.00
			" Library Books		101295.60
			" Computer Expenses		52000.00
			Balance on 31.3.2003:		
			With State Bank of Patiala"		
			On Saving Bank Account		
			Account No.01100006302	46875.32	
			Petty Cash	381.18	47256.50
TOTAL RUPEES		1596912.28	TOTAL RUPEES		1596912.28



**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE BANDRA, MUMBAI**  
**NON SALARY ACCOUNT**  
**RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2003.**

RECEIPTS	Rs.	Rs.	PAYMENTS	Rs.	Rs.
To Balance on 1.4.2002:			To Printing & Stationery		31983.41
With State Bank Of Patiala			" Postage		1499.00
On Saving Bank Account			" Gymkhana Expenses		182064.25
Account No. 01100006302	17753.84		" Reading Room Expenses		4424.00
Petty Cash	148.18	17902.02	" Affiliation Fees		6000.00
" Fees:			" Audit Fees		8925.00
Library Fees	125054.5		" Office Expenses		8041.00
Gymkhana Fees	208188		" Travelling Expenses		5058.50
Other Fees	127388		" College Up Keeps		10243.50
Fines	15935	476565.5	" Library Supply/Binding		17793.52
" Transference/Leaving Certificate		42425	" Library Periodicals		13306.00
" Interest on Saving Bank Account		5425.49	" Co-Curricular Activities		75034.00
" Miscellaneous Receipts		37310.27	" Telephone Expenses		25915.00
" Computer Practical Fees		159290	" Electricity Charges		392830.00
" Promotion of Sports & Cultural			" Repairs & Maintenance		20472.00
Activities Fees		8785	" Electrical Accessories		13280.00
" C-Charges		16890	" Magazine Expenses		45258.00
" Vice Chancellors Fund		49	" Rent		432000.00
" Disaster Relief Fund		270	" Staff Recruitment/Advertisement		16089.00
" Transfer from Management		582000	" Computer Practical Expenses		29009.00
" Contribution from:			" Water Charges		25652.00
B.M.S. Account	25000		" Washing Allowance		3480.00
B.M.M. Account	15000		" N.S.S. Expenses		13968.00
B. Sc. (I.T.) Account	10000		" Bank Charges		35.00
Research Account	200000	250000	" Furniture & Fixtures		14000.00
			" Library Books		101295.60
			" Computer Expenses		52000.00
			" Balance on 31.3.2003:		
			With State Bank of Patiala"		
			On Saving Bank Account		
			Account No.01100006302	46875.32	
			Petty Cash	381.18	47256.50
TOTAL RUPEES		1596912.28	TOTAL RUPEES		1596912.28

**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE BANDRA, MUMBAI**  
**SALARY ACCOUNT**  
**RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2003.**

RECEIPTS	Rs.	Rs.	PAYMENTS	Rs.	Rs.
To. Balance on 1.4.2002: With State Bank of Patiala: On Saving Bank Account A/C. No. 01100006300			By Salaries to Teaching Staff Pay Dearness Allowance House Rent Allowance Comp. Local Allowance Travelling Allowance Clock Hour Vth Pay Comm. Arrears Other Allowance	2570062.00 1175027.00 736680.00 70440.00 176000.00 46125.00 2318313.00 132267.00	7224914.00
" Grants: Salary		849852.58			
" Tuition Fees		5646001.00			
" Interest on Saving Bank Accounts		1336650.00			
" Recovery of Salary		18053.83	" Salaries to Non Teaching Staff Pay Dearness Allowance House Rent Allowance Comp. Local Allowance Travelling Allowance	864095.00 394977.00 259239.00 30020.00 23383.00	1571714.00
" Notice Pay		19993.00			
" Transfer from: Association Account Research Account Examination Account	550864.00 600000.00 265000.00	89850.00	" Balance on 31.3.2003: With State Bank of Patiala On Saving Bank Account Account No.01100006300		579636.41
		1415864.00			
<b>TOTAL RUPEES</b>		<b>9376264.41</b>	<b>TOTAL RUPEES</b>		<b>9376264.41</b>



SUBBA RAO P.  
ASHOK R. MELMANE

AUDITOR'S REPORT.

We have audited the attached Balance Sheet of St. Andrew's College of Arts, Science & Commerce, Bandra, Mumbai as at 31st March 2002 and also the annexed Income & Expenditure Account of the College for the year ended on that date and certified it "As per our report of even date attached" and this is the report:

The accounts of the College form part of the accounts of the St. Andrew's Society for Education & Research, a registered trust bearing Registration No. E - 8237 (Bom). The following Accounts are consolidated in the attached statements of account:

- a) Salary Account
- b) Non - Salary Account
- c) Examination Account
- d) Unaided Division Account.

The Accounts referred to in this Report are prepared in accordance with the Significant Accounting Policies attached to the Account.

Read with the above remark we hereby state that according to the best of our information and explanation given to us the attached Balance Sheet exhibits the true state of affairs of the Assets & Liabilities of the college and in the case of Income & Expenditure Account of the excess of Expenditure over Income of the College for the year ended on that date.

MUMBAI: 17th July 2002.

For Rao & Ashok,  
Chartered Accountants.

*A. Melman*  
Partner.





Notes forming part of Accounts for the year ended 31st March 2002.

SIGNIFICANT ACCOUNTING POLICIES.

1. Method of Accounting:

Accounts are done on cash basis that is to say Income & Expenditure are recognised and accounted when they are actually received or paid and not when they are earned or incurred.

2. Fixed Assets:

The Fixed Assets are stated at cost Less Depreciation .

3. Depreciation:

Depreciation is charged on Movable Assets on "Written-down-value basis" at the following rates:

Furniture & Equipment	@ 10%
Library Books	@ 10%

4. Retirement Benefits:

Retirement Benefits to staff are accounted when such benefits are actually paid.

MUMBAI: 17th July 2002.

TRUSTEE.



Chap. NO. 8, AGRAWAL ESTATE,

MOGHUL LANE, OPP. BAFNA APTS.

Name of the TUNGA ROAD, MUMBAI - 400 016

Balance Sheet

	Rs	Rs.
<b>Reserve Fund</b>		
As per last year	692,586.04	
	219,175.00	
	911,761.04	
<b>Sundry Liabilities</b>		
(As per last year)	384,222.04	527,539.00
Advance		
Professional		
Amount for	722,819.35	
Chances	120,604.73	
Add : Received	843,424.08	
Exam Fees		
	290,823.35	552,600.73
<b>Loan from Members</b>	314,332.00	
Balance from	142,100.00	
Add : Received	456,432.00	
Less : Repaid		
	370,498.00	85,934.00
	9,942.00	
	5,600.00	15,542.00
	4,431,825.49	
	354,131.89	2,077,693.60
	100,000.00	
	936,648.00	
	17,753.84	
	849,852.58	
	12,926.18	
	6,058.26	
	4,619.30	
	166.38	1,928,024.54
		5,187,333.87

DATE ATTACHED

& Ashok

Chartered Accountants

MUMBAI: 1/1/17

SH/S

Partner.



Name of the Public Trust : ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE, BANDRA, MUMBAI.  
Balance Sheet As At : 31st March 2002.

FUNDS & LIABILITIES	Rs	Rs	PROPERTY AND ASSETS	Rs	Rs.
<b>Reserve Fund:</b> As per last Balance Sheet		100,000.00	<b>Furniture &amp; Equipments:</b> Cost as on 1.4.2001 Additions during the year	692,586.04 219,175.00 911,761.04	
<b>Sundry Liabilities:</b> (As per last Balance Sheet ) Advance from Staff Professional Tax Amount Payable to Vice - Chancellor Fund Add : Received during the year Exam Fees Payable	668.60 20.00  1,658.00 3.00  1,661.00 125.00	2,474.60	Less: Depreciation : For Earlier year For the year	325,606.04 58,616.00 384,222.04	527,539.00
<b>Loan from Management :</b> Balance from last year Add : Received during the year  Less : Repaid during the year	 5,531,955.27 552,904.00 6,084,859.27 1,000,000.00	5,084,859.27	<b>Library Books :</b> Cost as on 1. 4. 2001 Additions during the year	722,819.35 120,604.73 843,424.08	
			<b>Less : Depreciation:</b> For Earlier year For the year	229,423.35 61,400.00 290,823.35	552,600.73
			<b>Computer :</b> Cost as on 1. 4. 2001 Add : Additions during the year	314,332.00 142,100.00 456,432.00	
			<b>Less: Depreciation:</b> For earlier year For the year	241,596.00 128,902.00 370,498.00	85,934.00
			<b>Advance &amp; Deposit:</b> As per last Balance Sheet: For Telephone With B.S.E.S.	9,942.00 5,600.00	15,542.00
			<b>Income &amp; Expenditure Account:</b> Balance from last year Less : Deficit for the year	3,431,825.49 1,354,131.89	2,077,693.60
			<b>Cash &amp; Bank Balances:</b> On Fixed Deposit : With B.O.I. (Reserve Fund) With Citizen Coop. Bank Examination Account On Savings Bank Account: With State Bank of Patiala : Account No. 6302 ( Non - Salary ) Account No. 6300 ( Salary ) Account No. 6306 (Examination Account ) Account No. 6325 (Unaided Division Account ) With Citizen Coop. Bank: Account No. 1049 Cash on hand: Non Salary Examination	100,000.00 936,648.00  17,753.84 849,852.58 12,926.18 6,058.26 4,619.30  148.18 18.20 166.38	1,928,024.54
<b>Total Rs</b>		5,187,333.87	<b>Total Rs.</b>		5,187,333.87

AS PER OUR REPORT OF EVEN DATE ATTACHED

For Rao & Ashok  
Chartered Accountants  
Partner.





**Rao & Ashok**  
Chartered Accountants

Name of the Public Trust : ST. ANDREW ' S COLLEGE OF ARTS, SCIENCE AND COMMERCE, BANDRA, MUMBAI.

Income and Expenditure Account for the year ended 31st March 2002.

EXPENDITURE	Rs	Rs	INCOME
To Audit Fees		9,975.00	By Interest on: Savings Bank Account Fixed Deposit
" Depreciation		248,918.00	" Grants: Government
" Expenditure on Objects of the Trust:			" Income from other source:
Educational :			College Fees & Fines
Salaries	8,170,261.00		Miscellaneous Income
Rent	432,000.00		Promotion of Sports
Travel & Conveyance	6,814.50		Computer Practical
Co - Curricular Activities	51,199.00		Collection
Office Contingencies	4,219.00		Remuneration from University
Affiliation Fees	6,000.00		of Mumbai
Tele , Electricity & Water	237,887.00		Scholarship
Repairs & College Upkeep	33,557.50		
Sports & Gymkhana Expenses	123,930.00		
Periodical & Magazines Expenses	12,878.00		
Library & Reading Room Expenses	16,100.70		
Printing & Stationery	44,423.02		
Washing Allowances	13,477.50		
Computer Practical Expenses	35,633.00		
Advertisement	6,448.00		
Examination Expenses	130,358.98		
Postage	1,542.00		
Magazine Expenses	45,500.00		
Miscellaneous Expenses	154.00		
NNS Expenses	8,825.00		
Scholarship	2,480.00		
Electrical Accessories	13,653.00	9,397,341.20	
" Surplus during the year		1,354,131.89	
Total Rs.		11,010,366.09	Total Rs.

AS PER OUR REPORT OF EVEN



For Rao & Ashok  
Chartered Accountants  
*[Signature]*



## AUDITOR'S REPORT

We have audited the attached Balance Sheet of St. Andrew's College of Art's Science & Commerce, Bandra, Mumbai as at 31<sup>st</sup> March 2003 and also the annexed Income & Expenditure Account of the College for the year ended on that date & certified it "As per our report of even date attached" & this is the report :

The accounts of the college form part of the accounts of the St. Andrew's Society for Education & Research, a registered trust bearing Registration No. E - 8237 (Bom). The following Accounts are consolidated in the attached statements of account:

- a) Salary Account
- b) Non- Salary Account
- c) Examination Account
- d) Unaided Division Account

The accounts referred to in this Report are prepared in accordance with the Significant accounting policies attached to the Account.

Read with the above remark we hereby state that according to the best of our information & explanation given to us the attached Balance Sheet exhibits the true state of affairs of the Assets & Liabilities of the college & in the case of Income & Expenditure Account of the excess of Expenditure over income of the college for the year ended that date.

Mumbai : 4<sup>th</sup> July 2003.

For Rao & Ashok,  
Chartered Accounts.



Partner.





## AUDITOR'S REPORT

We have audited the attached Balance Sheet of St. Andrew's College of Art's Science & Commerce, Bandra, Mumbai as at 31<sup>st</sup> March 2003 and also the annexed Income & Expenditure Account of the College for the year ended on that date & certified it "As per our report of even date attached" & this is the report :

The accounts of the college form part of the accounts of the St. Andrew's Society for Education & Research, a registered trust bearing Registration No. E - 8237 (Bom). The following Accounts are consolidated in the attached statements of account:

- a) Salary Account
- b) Non- Salary Account
- c) Examination Account
- d) Unaided Division Account

The accounts referred to in this Report are prepared in accordance with the Significant accounting policies attached to the Account.

Read with the above remark we hereby state that according to the best of our information & explanation given to us the attached Balance Sheet exhibits the true state of affairs of the Assets & Liabilities of the college & in the case of Income & Expenditure Account of the excess of Expenditure over income of the college for the year ended that date.

Mumbai : 4<sup>th</sup> July 2003.

For Rao & Ashok,  
Chartered Accountants.

  
Partner.





Name of the Public Trust : ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE, BANDRA, MUMBAI.  
Balance Sheet As At : 31st March 2003.

FUNDS & LIABILITIES	Rs	Rs	PROPERTY AND ASSETS	Rs	Rs
Reserve Fund: As per last Balance Sheet		100,000.00	Furniture & Equipments: Cost as on 1.4.2002 Additions during the year	911,761.04 28,700.00 940,461.04	
			Less: Depreciation: For Earlier year For the year	384,222.04 55,624.00 439,846.04	500,615.00
Sundry Liabilities: (As per last Balance Sheet)			Library Books: Cost as on 1.4.2002 Additions during the year	843,424.08 101,295.60 944,719.68	
Advance from Staff	668.60		Less: Depreciation: For Earlier year For the year	290,823.35 65,389.00 356,212.35	588,507.33
Professional Tax			Computer: Cost as on 1.4.2002 Add: Additions during the year	456,432.00 52,000.00 508,432.00	
Amount Payable to Vice-Chancellor Fund	1,661.00		Less: Depreciation: For earlier year For the year	370,498.00 82,760.00 453,258.00	55,174.00
Add: Received during the year	49.00		Advance & Deposit: As per last Balance Sheet: For Telephone With B.S.E.S.	9,942.00 5,600.00 15,542.00	
Disaster Relief Fund	210.00	2,338.60	Income & Expenditure Account: Balance from last year Add: Deficit for the year	2,077,693.60 2,222,839.71 4,300,533.31	
Loan from Management: Balance from last year Add: Received during the year	5,084,859.27 1,982,864.00	7,067,723.27	Cash & Bank Balances: On Fixed Deposit: With B.O.I. (Reserve Fund) With Citizen Coop. Bank Examination Account	100,000.00 947,447.00	
Less: Repaid during the year			On Savings Bank Account: With State Bank of Patiala: Account No. 6302 (Non - Salary) Account No. 6300 (Salary) Account No. 636 (Examination A/c) Account No. 6325 (Unaided Division A/c) With Citizen Coop. Bank: Account No. 1049	46,875.32 579,636.41 3,114.18 6,281.70 25,780.18	
			Cash on hand: Non Salary Examination	381.18 424.20 805.38	1,709,940.23
Total Rs.		7,170,311.87	Total Rs.		7,170,311.87

AS PER OUR REPORT OF EVEN DATE ATTACHED

For Rao & Ashok  
Chartered Accountants

*[Signature]*  
Partner.





**Rao & Ashok**  
Chartered Accountants

SHOP NO. 2, AGRAWAL ESTATE,  
277, MOGHUL LANE, OPP. BAFNA APTS.  
MATUNGA ROAD, MUMBAI - 400 016.

Name of the Public Trust : ST. ANDREW ' S COLLEGE OF ARTS, SCIENCE AND COMMERCE, BANDRA, MUMBAI.

Income and Expenditure Account for the year ended 31st March 2003.

Income and Expenditure Account for the year ended					
EXPENDITURE	Rs	Rs	INCOME	Rs	Rs
To Audit Fees		10,500.00	By Interest on: Savings Bank Account Fixed Deposit	27,312.70 <u>50,214.00</u>	77,526.70
Depreciation		203,773.00	Grants: Government		5,646,000.00
Expenditure on Objects of the Trust:			Income from other source:		
Educational:			College Fees & Fines	2,257,565.50	
Salaries	8,853,102.00		ATKT fees	155,430.00	
Rent	432,000.00		Computer Practical fees	159,290.00	
Travel & Conveyance	6,158.50		Miscellaneous Income	54,260.27	
Co-curricular Activities	75,034.00		Promotion of Sports	8,785.00	
Office Contingencies	9,074.50		Transfer & Leaving Certificates	<u>54,495.00</u>	2,689,825.77
Affiliation Fees	6,000.00				
Telephone, Electricity & Water	444,397.00		Deficit for the year		2,222,839.71
Repairs & College Upkeep	31,615.50				
Sports & Gymkhana Expenses	182,064.25				
Periodical & Magazines Expenses	31,099.52				
Library & Reading Room Expenses	4,424.00				
Printing & Stationery	49,668.41				
Washing Allowances	3,480.00				
Computer Practical Expenses	29,009.00				
Advertisement	16,089.00				
Examination Expenses	174,632.50				
Postage	1,499.00				
Magazine Expenses	45,258.00				
NSS Expenses	13,968.00				
Electrical Accessories	13,280.00				
Miscellaneous	<u>67.00</u>	11,421,920.18			
Total Rs.		10,636,193.18	Total Rs.		10,636,193.18

AS PER OUR REPORT OF EVEN DATE ATTACHED  
For Rao & Ashok  
Chartered Accountants

*Q. R. Mahmood*

**Partner.**

**MUMBAI : 4th July 2003**  
**N1**





**Rao & Ashok**  
Chartered Accountants

SHOP NO. 8, AGRAWAL ESTATE,  
277, MOGHUL LANE, OPP. BAFNA APTS,  
MATUNGA ROAD, MUMBAI - 400 016.

Name of the Public Trust : ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE, BANDRA, MUMBAI.

Income and Expenditure Account for the year ended 31st March 2003.

EXPENDITURE	Rs	Rs	INCOME	Rs	Rs
To Audit Fees		10,500.00	By Interest on:		
			Savings Bank Account	27,312.70	
			Fixed Deposit	50,214.00	77,526.70
• Depreciation		203,773.00			
• Expenditure on Objects of the Trust:			• Grants:		
Educational:			Government		5,646,000.00
Salaries	8,853,102.00				
Rent	432,000.00				
Travel & Conveyance	6,158.50				
Co - Curricular Activities	75,034.00		• Income from other source:		
Office Contingencies	9,074.50		College Fees & Fines	2,257,565.50	
Affiliation Fees	6,000.00		ATKT fees	155,430.00	
Telephone, Electricity & Water	444,397.00		Computer Practical fees	159,290.00	
Repairs & College Upkeep	31,615.50		Miscellaneous Income	54,260.27	
Sports & Gymkhana Expenses	182,064.25		Promotion of Sports	8,785.00	
Periodical & Magazines Expenses	31,099.52		Transfer & Leaving		
Library & Reading Room Expenses	4,424.00		Certificates	54,495.00	2,689,825.77
Printing & Stationery	49,668.41				
Washing Allowances	3,480.00				
Computer Practical Expenses	29,009.00				
Advertisement	16,089.00		• Deficit for the year		2,222,839.71
Examination Expenses	174,632.50				
Postage	1,499.00				
Magazine Expenses	45,258.00				
NSS Expenses	13,968.00				
Electrical Accessories	13,280.00				
Miscellaneous	67.00	11,421,920.18			
Total Rs.		10,636,193.18	Total Rs.		10,636,193.18

AS PER OUR REPORT OF EVEN DATE ATTACHED

For Rao & Ashok  
Chartered Accountants

*[Signature]*

Partner.

MUMBAI : 4th July 2003  
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### APPENDIX 3

## VALUE EDUCATION

### *A Unique Experience*

Our country continuously experiences changes in its political, economic and technological spheres, which in turn affects its value systems. While the essence of fundamental values remains constant at all times, it is obvious that the impact of modernization on the one hand leads people to question and discard meaningless traditions and on the other lures them to the adoption of newer evolving systems of morality. Hence, as years go by, there is an increasing urgency to consider the norms and standards that govern our society.

Towards this end, St. Andrew's College provides it's students with an opportunity to examine basic values which will help them mould their character.

The Value Education Programme in Degree College is a structured programme offering three different self-contained courses to the students at the First Year, Second Year and Third Year levels.

At the First Year level, there is Personality Development, at the Second Year level, there is Value Based Leadership and at the Third Year level, there is Education For Life.

#### *Value Education At The First Year Level*

The subject matter of the course pertains to 'The Self' and 'The Other'.

Unless there is an understanding and acceptance of 'the self', relating to 'the other' becomes difficult. In order for a person to understand himself, he must be willing to explore his innermost being. Many people are not ready to learn who they really are.

The topics covered during the course of the year include personal acceptance, personal image building, and how to deal with depression, stress, anxiety, as well as a New Vision of one's self.

There is a web of relationships that govern our lives and help/hinder our growth. Interpersonal communication fulfills many functions. Intimacy between us is inevitable. Everyone has some fear of intimacy, and so everyone instinctively fears communication for this reason. The topics discussed with the students include - different types of communication, listening skills (s-o-l-a-r), boy-girl relationships, clarification of terms (infatuation - love - intimacy), the different stages of communication in a relationship (pleasantries, facts, opinions, feelings, intimacy), break-down in relationships, fears arising due to intimacy (separation - fusion - rejection - responsibility)



The entire batch of First Year students is divided into 10 groups, each consisting of 60 students. Each group is provided with one animator / facilitator who conducts sessions on the subject matter at different venues.

Each group has to complete a course of 15 hours. The individual sessions range from anything between 1 ½ - 2 hours to a maximum of 5-6 hours. During the academic year 2003-2004 we decided to experiment with the schedule of the value education sessions. Each animator was asked to take the students for a fixed number of five sessions for three hours each. Students were given two lectures on a certain day.

The animators are professionals dealing with human resource development or simply people interested in the betterment of the youth.

The strategies to be used to cover the syllabus framed ranged from *ice breakers, role play, group discussions, personal sharing, chartwork, OHP presentations to films and handouts.*

At the end of each year, the students are given an opportunity to evaluate the course and the animator. This provides useful feedback to the College as well as to the animator.

After the annual meeting of animators and coordinators in March 2003, it was decided that the syllabus of the first year students needed to be revised, to make it concise and to avoid some of the topics that are dealt with at the third year course. The revised syllabus was put into operation this academic year.

#### *Value Education At The Second Year Level*

The students of the S.Y.B.A./B.Com. classes have a course on 'Leadership' as a part of their Value Education programme. This course had been specially formulated to prepare our students to develop confidence in themselves and take on responsible roles as leaders.

Mr. George Menezes helped us to put together a team of professionally, well qualified and experienced people who conduct leadership training courses for Directors and Managers of leading companies. This high powered team along with the Principal and the Prof-in-charge, met the student leaders for two brain storming sessions to see how the course could be designed to serve the interests and the needs of the students.

On 6 August 2001, the S.Y.B.A./B.Com. students assembled in the auditorium and the team of experts introduced themselves and spoke of the work they were doing. The ten animators then met their groups separately.

Disciplining themselves and gaining mastery over their fears was something they were encouraged to do. Tremendous excitement was generated when Mr. Joe Rodrigues, one of the response persons, got the students to walk barefoot on broken pieces of glass. Those who undertook the exercise were unhurt and emerged stronger with greater confidence in themselves.



During the year 2002-2003, the course was telescoped to two days to help the resource personnel and the students focus on the task in hand.

### *Value Education At The Third Year Level*

More than 500 students of the final year are given a lecture series on 'Education for Life'.

Education for Life is an enjoyable, multi-media programme that enables its participants to understand themselves, the other, and their relationships in the areas of love and sex. Problems such as pre-marital sex, respect of life, contraceptives etc., are also highlighted. The objectives of the course help the students to become *aware* of themselves, *appreciate* their own human sexual makeup and retain a *respect* for Human Life.

For better organization the entire class of the Third Year was divided into batches, each consisting of around 65 students. Attendance was taken at the end of each session of each batch. The entire programme was conducted in the auditorium of Don Bosco in Matunga.

A special team of 5 coordinators trained in *Youth Animation* conducted the six sessions on six week ends of August and September. Each Batch had 18 hours of input.

With the help of a special film, video clippings, slides and group discussions the entire programme of 18 hours was completed for each batch.

The facilitators for the Value Education Programme:

	2001-2002	2002-2003
For the First Year	<ol style="list-style-type: none"> <li>1. Fr. Terence Murray</li> <li>2. Mrs. Lily Castellino</li> <li>3. Miss Marissa D'Mello</li> <li>4. Fr. Warner D'Souza</li> <li>5. Mrs. Michelle Vas</li> <li>6. Br. Errol Dawson</li> <li>7. Br. Anthony Fernandes</li> <li>8. Fr. Lionel Braganza</li> <li>9. Br. Saby Mone</li> <li>10. Br. Sandeep Braganza</li> </ol>	<ol style="list-style-type: none"> <li>1. Mrs. Lily Castellino</li> <li>2. Br. Anthony Fernandes</li> <li>3. Mrs. Joan Manohar</li> <li>4. Br. Anil Pinto</li> <li>5. Fr. Terence Murray</li> <li>6. Fr. Lionel Braganza</li> <li>7. Br. Sandeep Borges</li> <li>8. Mrs. Michelle Vas</li> <li>9. Fr. K.T. Emanuel</li> <li>10. Br. Francis Noronha</li> </ol>
For the Second Year	<ol style="list-style-type: none"> <li>1. Mr. George Menezes</li> <li>2. Mr. Ernest Fernandes</li> <li>3. Mr. Willie Mendonsa</li> <li>4. Ms. Judith Mendonsa</li> <li>5. Ms. Patricia Nath</li> <li>6. Ms. Indu Kholi</li> <li>7. Mr. Darryl Cabral</li> <li>8. Mr. Joe Rodrigues</li> <li>9. Mr. Janet Pinto</li> </ol>	<ol style="list-style-type: none"> <li>1. Mr. Ernest Fernandes</li> <li>2. Mr. Joe Rodrigues</li> <li>3. Ms. Vanessa Rodrigues</li> <li>4. Mr. Cerena de Souza</li> <li>5. Ms. Janet Pinto</li> <li>6. Ms. Patricia Nath</li> <li>7. Mr. Ashley Nazareth</li> <li>8. Mr. Rehan Farias</li> <li>9. Mr. Thomas Loba</li> </ol>

	10.Ms. Cerena de Souza	10.Mr. Alan Saldanha 11.Ms. Jasmine D'Costa 12.Ms. Genevieve Padigal 13.Ms. Cynthia D'Souza
For the Third Year	1. Fr. Lionel Braganza 2. Dr. Antonio Grugni 3. Fr. Stephen Rodrigues 4. Sr. Philomena D'Souza 5. Mr. Tony D'Monte	1. Fr. Joe Monty 2. Sr. Philomena D'Souza 3. Mrs. Sheryl Dalgado 4. Fr. Stephen Rodrigues 5. Fr. Antonio Grugni 6. Fr. Lionel Braganza



## APPENDIX 4

### ANDREAN EXCELLENCE PROGRAMME

The Andrean Excellence Programme was introduced in the academic year 1999-2000. It was launched as a co-curricular activity offered primarily to the Arts Faculty students. During the next academic year 2000-2001, the programme was opened to students from the Commerce Faculty as well.

The Andrean Excellence Programme provides opportunities to students to widen their horizons, trains them to develop analytical and reasoning skills, and also develop leadership qualities and an all round personality.

Students have to collect a minimum of four credits each academic year from a minimum of two departments from any faculty.

The programme is of an *inter-disciplinary* nature and the core activities of the Andrean Excellence Programme relate to the fields of Personality Development, Leadership, Environment, Human Rights and Culture.

During the academic year 2001-2002, 40 students from the Arts and 70 students from the Commerce faculty enrolled for the programme. Students collected credits from activities offered by the various departments/associations of the college. In addition, they attended a workshop on Effective Communication by Mr. E. Fernandes and submitted an assignment on the impact of the 9/11 terrorist attack.

The academic year 2002-2003 saw 27 students from Arts and 76 Commerce students availing of this programme. Besides attending the activities of the other departments/Associations of the College, the students could also garner credits from their participation/attendance at Guest lectures by Mr. C. Saldanha on "Excellence", by Dr. Sawant on "Human Rights" and submission of assignments on Human Rights, Issues of The Indian Economy and Environmental Issues.

This academic year, 2003-2004, the programme has been modified and the focus shifted to cultivating excellence and the desire to excel. 72 students from the Arts and 193 students from the Commerce faculty registered for the programme. The activities conducted by the A.E.P. thus far include –

1. Inaugural lecture by Mr. C. Saldanha on 'Excellence'
2. A Guest Lecture on 'Presentation Skills' by Mr. A. Sabnis.
3. Workshops on Effective Writing by Celia Rodrigues for two groups comprising 60 students each.

## APPENDIX 5

### ENCOUNTER

The association 'Encounter' was formed in our College in 2002-03 to provide students with an opportunity to understand and discuss current issues and concerns. We wanted to provide our students with a platform to express themselves freely and also to enable them to develop their public speaking skills.

The topics discussed this year were:

1. Commercialization of Emotions.
2. Do we need the moral police? If yes, who should they be?
3. Is marriage a dying institution?
4. Are graduates a boon or bane?
5. Should surrogate advertising be banned?

During the academic year 2003-2004, we started with a discussion on a subject that was very dear to our students: '75% Compulsory attendance'. As anticipated, our speakers were extremely vocal on this issue and expressed strong reservations about this rule.

For our second topic, once again we selected a theme that was relevant to our students' experience: 'Never has a generation had so much time in which to do so little'. This time, too, our students were quite vocal about the problems that their generation had to face in contrast to earlier generations who did not have to live under such high stress levels as the present generation.



## APPENDIX 6

**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**ST. DOMINIC ROAD, BANDRA(W), MUMBAI – 400 050.**

### Student Feedback On Teachers

DEPARTMENT :

SEMESTER/TERM/YEAR

Please rate the courses on the following attributes using the 10 point scale shown:-

10	9	8	7	6	5	4	3	2	1
					▼				
Very Good					Very Poor				

Name of the Teacher	
Attributes	
1. Communication Skills (in terms of articulation and comprehensibility)	
2. Interest generated by the teacher	
3. Ability to integrate course material with environment/other issues to provide a broader perspective.	
4. Ability to integrate across the courses/ draw upon other courses.	
5. Accessibility of the teacher in an out of the class (includes availability of the teacher to motivate outside class discussion)	
6. Ability to design quizzes/examinations/assignments/projects to test understanding of the course.	
7. Provision of sufficient timely feedback.	
8. Knowledge base of the teacher (as perceived by you)	
9. Sincerely / Commitment of the teacher	
10. Overall rating	

## APPENDIX 7

**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**ST. DOMINIC ROAD, BANDRA(W), MUMBAI – 400 050.**

### Students Programme Evaluation

(To be filled in only after the final results are out)

**Department :**

**Academic Year**

**Class:**

Tick your answer from among the option given

The information will be used only to improve the programme and provisions.

*You may or may not reveal your identity*

1. Before undertaking the programme did you get a prospectus giving details of
  - a) Courses available
  - b) admission rules
  - c) completion requirements
  - d) fee and refund structure
  - e) support services and training available
  - f) financial aid
2. What determined your choice of the subject.
  - a) interest in the subject
  - b) past score in the subject
  - c) influence of parents/friends/teachers
  - d) ease of getting admission
  - e) ease of passing
  - f) reputation of the department
  - g) ease of getting admission to
  - h) ease of getting a job after completing of higher studies
  - i) availability of scholarship/stipend
  - j) others (specify)
3. Was your background to undertake the programme
  - a) adequate
  - b) inadequate
  - c) more than adequate



4. The choice of courses offered was
- a) satisfactory
  - b) unsatisfactory
  - c) not available
5. In case no courses were available, would you have like to have some?
- a) Yes
  - b) No
  - c) Worth trying
6. How many courses do you have (give numbers)
- a) Project work
  - b) practical work
  - c) team project
  - d) field work
7. Did any of this help
- a) To make classwork more
  - b) to make classwork more relevant and understandable
  - c) to build team spirit
  - d) to promote independent study skills
8. Was the practical/studio/workshop component of your courses sequenced integrally with theory classes?
- a) yes
  - b) no
9. Were the laboratories/studios/workshops adequately equipped and properly maintained?
- a) yes, fully
  - b) yes, partly
  - c) no
10. Were you provided with training in library use?
- a) yes
  - b) no

11. What is your opinion of the library holdings for your subject?
- a) excellent
  - b) adequate
  - c) inadequate
  - d) very poor
12. Were you able to get the prescribed readings?
- a) easily
  - b) with difficulty
  - c) not at all
13. Were you provided with training in computer use?
- a) yes
  - b) no
14. How many teachers prepared their lectures (give numbers)
- a) thoroughly
  - b) well
  - c) poorly
  - d) indifferently
  - e) not at all
15. How many teachers were able to communicate (give numbers)
- a) effectively
  - b) invariably
  - c) passably
  - d) badly
16. How many teachers encouraged students to participate in the class? (give number)
- a) through question and answers
  - b) through discussion
  - c) through course related games
  - d) through inviting suggestions
17. You would like the teachers to be (rank the qualities according to your preference, omitting the one that do not apply)
- a) scholarly
  - b) oratorical
  - c) open minded
  - d) casual



- |                |               |
|----------------|---------------|
| e) fair        | f) aloof      |
| g) polite      | h) strict     |
| i) painstaking | j) friendly   |
| k) lenient     | l) articulate |

18. At the end of the programme of study you came out.

- |  |  |
|--|--|
| a) the same as before                  | b) better informed and skilled         |
| c) less enthusiastic for further study | d) more enthusiastic for further study |

19. When you meet students who have taken a similar programme at other institutions do you feel.

- |             |             |
|-------------|-------------|
| a) inferior | b) superior |
| c) equal    |             |

20. How do you rate the teacher-student relationship in the institution as a whole

- |                 |                   |
|-----------------|-------------------|
| a) very good    | b) good           |
| c) satisfactory | d) unsatisfactory |
| e) very poor    |                   |

21. How do you find the institution's administrative office.

- |                 |              |
|-----------------|--------------|
| a) Very helpful | b) helpful   |
| c) indifferent  | d) unhelpful |
| e) cumbersome   |              |

22. Did you participate in any extra-curricular activities of the institution ?

- |           |              |
|-----------|--------------|
| a) rarely | b) often     |
| c) never  | d) sometimes |

23. What was the attitude of teachers to extra curricular activities

- |                 |                |
|-----------------|----------------|
| a) co-operative | b) encouraging |
| c) indifferent  | d) hostile     |

e) cynical

f) enthusiastic

24. Was the Students Union representative of the student community?

a) yes

b) no

c) largely

d) marginally

25. Has your time at the institution been intellectually enriching

a) yes

b) no

c) marginally

26. Have you made any friendships which you expect will last long

a) some

b) none

c) many

d) a few

27. After leaving the institution how will you talk about it?

a) proudly

b) disparagingly

c) indifferently

d) humorously

e) try to forget it



e) cynical

APPENDIX

f) enthusiastic

24. Was the Students Union representative of the student community?

a) yes

b) no

c) largely

d) marginally

25. Has your time at the institution been intellectually enriching

a) yes

b) no

c) marginally

26. Have you made any friendships which you expect will last long

a) some

b) none

c) many

d) a few

27. After leaving the institution how will you talk about it?

a) proudly

b) disparagingly

c) indifferently

d) humorously

e) try to forget it

## APPENDIX 8

**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**ST. DOMINIC ROAD, BANDRA(W), MUMBAI – 400 050.**

### Exit Questionnaire for Graduating Students

Name

Year of joining

Department

Your response to the questionnaire will not be opened until your grades have been finalised and handed in to the examination office.

1. What do you plan to do after completion of the programme?
2. Which courses were the most valuable ? Why?
3. Which courses/papers were least useful? Why?
4. Whom do you consider to be the best teacher? (mention in order of descending merit).
5. What important topics were not covered by the courses/papers?
6. Was the advice received from your adviser helpful? Was it timely?
7. What other comments do you have about your experience in the college?
8. In what ways has your personality changed as a result of being enrolled in the college?
9. Were your expectations from the college adequately satisfied?
10. Have you made any friendships in the college which you expect to be lasting?



11. Would you like to keep in touch with the college after you leave it?
12. In what matters did you interact with the administration of the institution? What was your experience during those interactions?
13. Were you provided help and training in the use of library and computer services? Was the training useful.
14. What are your comments on the social atmosphere (a) at the institution (b) In your college?
15. What sports and extra curricular activities did you participate in? With what satisfaction?
16. Will you join the Alumni Association?
17. How do you think you can help St. Andrew's College to improve?

Date:

Signature



## APPENDIX 9

### WORKSHOP FOR T.Y.B.A. ECONOMICS PAPER – IV

#### ADVANCED ECONOMIC THEORY

On 7 August 2003, 50 teachers of Economics from various colleges of Mumbai gathered at St. Andrew's College to attend and participate in the Workshop for the revised syllabus of Paper IV. The workshop was a full-day workshop, from 9.00 a.m. to 3.30 p.m. It was conducted in the A. V. Room of St. Andrew's College.

The teachers had gathered to gain some insights into the teaching of the revised syllabus of Paper IV which is a combination of advanced microeconomic and macroeconomic theory.

Principal P.M.Sule of Ruparel College, who is also the Chairman of the Board of Studies for Economics in the University of Mumbai, inaugurated the workshop.

The Workshop was divided into sessions as follows:

#### Morning Session:

Welcome of participants and Members of the Board of Studies and Inauguration of the Workshop  
Break for refreshments

#### Technical Session I:

Facilitator : Prof. Mrs. Parvati Venkatesh – Head of Department of Economics – K. J. Somaiya College and Member-Board of Studies.

During this session Mrs. Venkatesh dealt with the first two Modules in Section I of the syllabus. Going into details and in depth, she defined the boundaries within which each topic should be covered. The key reference books given were H. L. Ahuja, A. Koutsoyiannis, Mankiw and Salvatore, F. Vernanke, R. Awh and M. Parkin.

#### Technical Session II:

Facilitator : Dr. Mrs. Mrinalini Kohojkar – Head of Department of Economics – M.V.L.U. College.

Dr. Kohojkar, a special invitee to the Board of Studies, was involved in working out the revised syllabus, provided an explanation for the next two Modules in Section I, namely Modules 3 and 4. Besides the standard reference for all the topics R. D. Gupta, the references given included the following: Duesenberry, Friedman, Modigliani and Tobin.

#### Technical Session III:

Facilitator : Prof. Dr. Prakash Salvi – Head of Department of Business Economics – Ruparel College and Member – Board of Studies



Dr. Salvi recommended Lipsey and Crystal, Samuelson and Nordhaus, Froyen, Dwivedi and Dornbusch and Fisher as references for Modules 5 and 6 in section II of the syllabus.

#### Technical Session IV:

Facilitator : Dr. P. A. Johnson – Head of Department of Economics – Bhavan's College and Member-Board of Studies

Dr. Johnson provided a detailed Bibliography for Modules 7 and 8 of the syllabus. The major references for Module 7 included Musgrave, Musgrave and Musgrave, Sundaram and Andley, Singh and Bhatia. The main references for Module 8 were; Chacholiades, Salvatore, Sodersten, Krugman and Lipsey and Crystal.

#### LUNCH BREAK

#### Afternoon session:

In this session the participants broke up into four groups. Each group discussed two modules each and generated sets of typical questions for the University Exams and also worked on the pattern of the paper.

In the general session which followed decisions were made regarding the types of questions and overall pattern of the paper for the University Examination. These recommendations were later compiled and dispatched to the Board of Studies.

#### VOTE OF THANKS

#### TEA BREAK

#### DISTRIBUTION OF PARTICIPATION CERTIFICATES



## APPENDIX 10

### COMMITTEES

NOTICE (2001-2002)

COMMITTEES	STAFF – IN – CHARGE
STUDENTS' COUNCIL	Ms. Charmaine Braganza, Chairperson
DISCIPLINE COMMITTEE	Ms. Amelia Correa, Chairperson Mr. Jagdish Punjabi Ms. Shubda Malhotra Mr. Stephen D'Silva
ATTENDANCE COMMITTEE	Dr. Graciella Tavares, Chairperson Ms. Shirley George Mr. Jagdish Punjabi
UNFAIR MEANS INQUIRY COMMITTEE	Dr. Graciella Tavares, Chairperson Ms. Charmaine Braganza Ms. Lorna Barrett Ms. Shirley George Mr. Jagdish Punjabi
EXAMINATION COMMITTEE	Ms. Amelia Correa, Chairperson Mr. Venkatkrishnan Dr. Graciella Tavares
STAFF SECRETARY	Ms. Lorna Barrett Mr. Mahesh Bahirwani
DEBATE/ELOCUTION	Ms. Susan Lobo
DRAMATICS	Ms. Desiree Gonsalves Ms. Sudha Rajasekhar
QUIZ	Dr. Sujata Rao Ms. Sharmilla Dhote
VALUE EDUCATION	Sr. Fatima Rebello (Co-ordinator) Ms. Kashmira Mody Dr. Marie Fernandes Ms. Desiree Gonsalves
N.S.S.	Ms. Shubda Malhotra (Prog. Officer) Ms. Harmeet Sodi
CAREER GUIDANCE	Mr. Stephen D'Silva Ms. Francesca Noronha Mr. Mahesh Bahirwani
ANDREAN EXCELLENCE PROG.	Ms. Kashmira Mody, Chairperson Ms. Shubda Malhotra
PURCHASING COMMITTEE	Mr. J.M.Alves, Administrator Mr. Venkatkrishnan Mr. Jagdish Punjabi Mr. Stephen D'Silva Mr. Dominic D'Souza, Off. Supdt.



INTER-COLLEGIATE COMPETITION	Ms. Susan Lobo
COLLEGE WEBSITE	Mr. M. Krishna
TALENT CONTEST & INTUNE	Ms. K. Mody
TIME-TABLE COMMITTEE	Dr. G. Tavares Ms. S. George

June 2001

A.D. Mascarenhas  
PRINCIPAL

**NOTICE (2002-2003)**

COMMITTEES	STAFF – IN – CHARGE
STUDENTS' COUNCIL	Ms. Charmaine Braganza, Chairperson
DISCIPLINE COMMITTEE	Ms. Amelia Correa, Chairperson Mr. Jagdish Punjabi Ms. Shubda Malhotra Mr. Stephen D'Silva
ATTENDANCE COMMITTEE	Dr. Graciella Tavares, Chairperson Ms. Shirley George Mr. Jagdish Punjabi
UNFAIR MEANS INQUIRY COMMITTEE	Dr. Graciella Tavares, Chairperson Ms. Charmaine Braganza Dr. Marie Fernandes Ms. Shirley George Mr. Jagdish Punjabi
EXAMINATION COMMITTEE	Ms. Amelia Correa, Chairperson Ms. Lorna Barrett Sr. Fatima Rebello
STAFF SECRETARY	Ms. Lorna Barrett Mr. Mahesh Bahirwani
DEBATE/ELOCUTION	Ms. Susan Lobo Ms. Aurelia Barno
DRAMATICS	Ms. Desiree Gonsalves Ms. Janine Coelho
QUIZ	Dr. Sujata Rao Ms. Sharmilla Dhote
VALUE EDUCATION	Sr. Fatima Rebello(Co-ordinator) Ms. Kashmira Mody Dr. Marie Fernandes Ms. Desiree Gonsalves
N.S.S.	Ms. Harmeet Bhasin(Prog. Officer) Sr. Fatima Rebello Mr. Kevin Miranda

CAREER GUIDANCE	Mr. Stephen D'Silva Ms. Francesca Noronha Ms. Shubda Malhotra Mr. Mahesh Bahirwani
WOMEN'S CELL	Ms. Lorna Barrett Ms. Vatika Sibal
ANDREAN EXCELLENCE PROG.	Ms. Kashmira Mody, Chairperson Ms. Shubda Malhotra Ms. Janine Coelho
PURCHASING COMMITTEE	Mr. J.M.Alves, Administrator Mr. Venkatkrishnan Mr. Jagdish Punjabi Mr. Stephen D'Silva Mr. Dominic D'Souza, Off. Supdt.
INTER-COLLEGIATE COMPETITION	Ms. Susan Lobo
ENCOUNTER	Ms. Francesca Noronha
P.R. CELL	Ms. Francesca Noronha
COLLEGE WEBSITE	Mr. M. Krishna
TALENT CONTEST & INTUNE	Ms. K. Mody
TIME-TABLE COMMITTEE	Dr. G. Tavares Ms. S. George

June 28, 2002

PRINCIPAL

**NOTICE(2003-04)**

COMMITTEES	STAFF-IN-CHARGE
ADMISSION COMMITTEE(FYBA/BCom)	Ms. A. Correa, Chairperson Ms. D. Gonsalves Ms. S. George Mr. J. Punjabi
ADMISSION COMMITTEE (FYBMS/BMM/BSc(IT))	Dr. S. D'Silva Ms. C. Braganza Mr. Venkatkrishnan
STUDENTS' COUNCIL	Ms. C. Braganza, Chairperson
DISCIPLINE COMMITTEE	Ms. S. George, Chairperson Mr. J. Punjabi Ms. S. Malhotra Dr. S. D'Silva



GRIEVANCE COMMITTEE	Ms. A. Correa, Chairperson Ms. D. Gonsalves Ms. K. Mody Mr. D. D'Souza, Office Suptd. Gen. Sec. Of Student Council
TIME-TABLE COMMITTEE	Dr. G. Tavares Ms. S. George
STAFF SECRETARY	Mr. M. Bahirwani
ANDREAN EXCELLENCE PROGRAMME	Ms. K. Mody, Chairperson Ms. C. Braganza Ms. J. Coelho
CAREER GUIDANCE	Dr. S. D'Silva Mr. M. Bahirwani Mr. B.P. Lobo Ms. J. Coelho
DEBATE/ELOCUTION	Ms. S. Lobo
DRAMATICS	Ms. D. Gonsalves
ENCOUNTER	Dr. S. Rao Ms. S. Lobo
GENDER ISSUE CELL	Ms. V. Sibal
INHOUSE COUNSELLOR	Ms. A. Barno
INTERCOLLEGIATE COMPETITION	Ms. S. Malhotra Ms. H. Bhasin
TALENT CONTEST & INTUNE	Ms. K. Mody
NSS	Mr. K. Miranda
QUIZ	Dr. S. Rao Ms. S. Dhote
SPORTS/GYMKHANA COMMITTEE	Dr. S. D'Silva, Chairman Mr. K. Miranda, Vice Chairman Mr. R. More, Invitee
VALUE EDUCATION	Ms. K. Mody (F.Y.) Dr. M. Fernandes (S.Y.) Ms. D. Gonsalves (T.Y.)
LIBRARY COMMITTEE	Dr. M. Fernandes, Chairperson Ms. R. Arora, Secretary Dr. S. D'Silva Ms. J. Coelho
PURCHASING COMMITTEE	Mr. J.M.Alves, Administrator Mr. Venkatkrishnan Ms. A. Correa Ms. C. Braganza Mr. Jagdish Punjabi Mr. Dominic D'Souza, Off. Supdt.
EXAMINATION COMMITTEE	Ms. Amelia Correa, Chairperson Ms. Lorna Barrett Sr. Fatima Rebello

ATTENDANCE COMMITTEE	Dr. Graciella Tavares, Chairperson Ms. Shirley George Mr. Jagdish Punjabi
UNFAIR MEANS INQUIRY COMMITTEE	Dr. Graciella Tavares, Chairperson Ms. Charmaine Braganza Dr. Marie Fernandes Ms. Shirley George Mr. Jagdish Punjabi
EDITORIAL BOARD	Mr. A.D. Mascarenhas, Principal Ms. K. Mody Ms. S. Lobo

## ENGLISH DEPARTMENT

Dr. M. Fernandes

### Foreign Publications

"Indian Woman Writer's Work: An Overview" - *Kathleen Park and Felicity Hall* (Editors) in *Manages to Expose/Uncover's a la India*, Spain 2001.

### Indian Publications

1. Review of "The Outer Weather in Anita Desai's Novels", published in *New World Literary Series: 17 Indian-English Fiction 1980-92: An Assessment* (edited by Bharucha and Sarang). Published by R.R. Publishing Corporation, Delhi, 1994.
2. "The Animal Fable in Modern Literature" by R.R. Publishing Corporation, Delhi, 1996.
3. Review of "Sorrowing Lies My Land: A Classic Green Tale" by L. Mascarenhas, *The Book Review*, (edited by Chari and Irangan) Vol 23, August 1999.



## APPENDIX 11

### PUBLICATIONS

#### ECONOMICS DEPARTMENT

*Prof. A. Correa*

##### Foreign Publications

1. Getting the Financial Institutions Right, 1997, (with R. Correa), *Savings and Development*, no.3, pp. 295-306.
2. A Structural Case for International Cooperation, 2003, (with R. Correa), *Journal of Economic Integration*, vol.18, no.2, pp 406-419.

*Dr. G. Tavares & Prof. A. Correa*

##### Foreign Publication

1. The Subgame Imperfection of Financial Capitalism, 2003, (with R. Correa & D. Tripathi Rao), *Journal of Interdisciplinary Economics*, vol.14, no.1, pp 3-12.

##### Indian Publication

2. Stock Markets and Banks: Complements or Substitutes?, 2002, (with R. Correa & D. Tripathi Rao), *Udyog Pragati*, vol. 26, no.1, pp 10-18.

#### ENGLISH DEPARTMENT

*Dr. M. Fernandes*

##### Foreign Publication

"Indian Women Writer's Twice Marginalised" - Kathleen Firth and Felicity Hand (Editors) in *"Homage to India/Homenaje a la India"*, Spain 2001.

##### Indian Publications

1. Review of "The Outer Weather in Anita Desai's Novels", published in *New World Literature Series: 77: Indian-English Fiction 1980-90: An Assessment*, (edited by Bharucha and Sarang). Published by B.R. Publishing Corporation, Delhi, 1994.
2. "The Animal Fable in Modern Literature" by B.R. Publishing Corporation, Delhi, 1996.
3. Review of *"Sorrowing Lies My Land: A Classic Goan Tale"* by L. Mascarenhas, *The Book Review*, (edited by Chari and Iyengar) Vol 23, August 1999.



4. "Comic Books as Literary Discourse", *New Quest* Vol. 133, (edited by M.P. Rege), Mumbai, January-February 1999.
5. Essay on "Bigamy and the Byronic hero in Bronte and Jhabvala", published in *The Brown Critique*, Calcutta, October-December 1999/January-March 2000.
6. Review of "*The Boy from Matheran*" by Girish Karnad, *The Post-Post Modern Review* (edited by Vilas Sarang), October 2002.
7. The Spiritual Quest in "Anita Desai's Journey to Ithaca". Paper read at *The Bombay English Association Seminar*, Mumbai, 27 March 2003.
8. "Nursery Rhymes And What They Really Mean", *New Quest*, Vol.152, Edited by V.K. Sinha, Mumbai, April-June 2003, p.54-61.

*Prof. L. Barrett*

1. The Spiritual Quest in "Anita Desai's Journey to Ithaca". The Spiritual Quest in "Anita Desai's Journey to Ithaca". Paper read at *The Bombay English Association Seminar*, Mumbai, 27 March 2003.
2. "Under Skin: the Goan Diasporic Condition and the Myth of Homeland in Margaret Mascarenhas' novel *Skin*". The Spiritual Quest in "Anita Desai's Journey to Ithaca". Paper read at *The Bombay English Association Seminar*, Mumbai.



## APPENDIX 12

### EXTENSION ACTIVITIES

#### Community Development

The Sister Agnes project for street children, a new undertaking of the N.S.S. unit in 2001-2002 was controlled and coordinated from Canossa Convent, Mahim West. This project was for the upliftment of street children. The volunteers conducted programmes for groups of street children and aimed at imparting knowledge while entertaining them. A ten day camp was organized by the N.S.S. Programme Officer at Vangaon, Dahanu. It was a literacy and labour camp, conducted in a village named Dedaley. The N.S.S. volunteers helped the villagers to dig a channel for waste water. They also undertook literacy programmes and awareness through street plays.

#### Environment Awareness.

The N.S.S. Volunteers took up a campaign of garbage segregation and spreading the message of vermiculture. This campaign was undertaken with the help of the NGO - AGNI.

The N.S.S. Programme Officer and the Outreach programme Coordinator organized a literacy camp in two villages in 2002-03.

The N.S.S. students also provided assistance at a three day Diwali mela for street children at Don Bosco grounds.

#### Social Work

During the weeklong fair at Mount Mary Basilica, a special mass for the sick and the aged had been arranged on 10<sup>th</sup> September 2001 and on 9<sup>th</sup> September 2002. Around 20 of our NSS volunteers were present to assist the organizer in managing 300 sick and aged people from all over Mumbai. The aged were welcomed, assisted to a seat and were looked after during the mass. Thereafter they were served some snacks and tea. At the end, they were helped back to their buses.

The members of AGNI (Action for Good Governance and Networking in India) visited the N.S.S. unit to make the students aware about the importance of registering as a voter. The N.S.S. volunteers assisted in the distribution of the registration forms and guided the students while filling the form.

#### Health & Hygiene awareness.

The N.S.S. unit invited members of Kripa Foundation to inform the students about smoking and drug abuse. The volunteers organized a play in the College Campus. The focus of the play was Anti-Smoking and Drug Abuse. After the play, the members



provided information on how to tackle these problems. They also asked the students to direct them to any person they knew who needed help.

*(Blood Donation Drive)*

The N.S.S. unit of St. Andrew's College organized a blood donation drive for Thalessemic patients on the 28<sup>th</sup> August 2001 and 2002. Dr. Dias along with the medical unit of Lokmanya Tilak Hospital, Sion, undertook this drive. In all, 59 students in 2001 and 58 students in 2002 were able to donate blood for this noble cause. Volunteers helped to make it a success..

*AIDS awareness.*

A rally on AIDS was organized in the College Campus by the N.S.S. unit of St. Andrew's College where the N.S.S. students along with other students pledged to make a difference in their attitude towards AIDS and AIDS patients.

*Environment Awareness.*

A cleanliness week was organized from 20<sup>th</sup> to 25<sup>th</sup> January 2003. Students organized tele-games, a slogan contest and a talk by a local NGO to drive home the idea.



## APPENDIX 13

### GENDER ISSUE CELL

Gender inequality is one of the social problems faced by our country. This has been manifested in various fields like religion, politics, education and family. In order to make students aware of the problems and issues regarding women, an association called 'Women's Cell' was started in our College. Accordingly, talks and discussions were held on topics like gender equality, status of women in India and problems of sexual harassment.

In 2002, The University of Mumbai issued a directive to set up a Gender Issue Cell in colleges. This directive was issued taking into consideration the fact that male students also need a forum to voice their problems.

Dr. Pushpa Bhawe, a noted social activist, inaugurated the Gender Issue Cell on 9<sup>th</sup> September 2002. In her inaugural speech she dealt with issues pertaining to female foeticide, eve-teasing and social practices in Indian society which hamper the growth of women. She also exhorted the students to be aware of their legal rights and explained the modalities of filing an F.I.R. Students from various classes presented papers on issues ranging from Fundamental Rights and Directive Principles to the legal rights of the Girl Child. A Bulletin Board displays current issues dealing with the girl child, old age, etc.

In the current year, in collaboration with the Dramatrix Club, the Gender Issue Cell staged a street play which dealt with legal issues, problems of the girl child, eve teasing on campuses and dowry deaths.



## APPENDIX 13

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## APPENDIX 14

### ACTIVITIES CONDUCTED UNDER THE NATIONAL SERVICE SCHEME (NSS)

The NSS unit of St. Andrew's College, works under the direction of the University of Mumbai. The objective of this activity is to teach students to work with people, to solve social problems using their experience and knowledge, to inculcate leadership qualities, and to help students to develop positive thinking. This programme also helps to develop the personality of students. Since 2001-02, fifty students are enrolled for NSS annually. The University has allocated 120 hours of service, of which 20 hours has been allocated for College and University activities, and 80 hours for Institutional activities (Institutions adopted by the College)

#### *College Activities & Meetings (20 Hours)*

The first month of the academic year, begins with the enrolment of volunteers. An introductory meeting is held for the students who wish to join the NSS. The Programme Officer (PO) for the College NSS Unit gives the introductory speech. The PO briefs the students about the functioning of the NSS unit at the College & University level. Enrolment forms are distributed and duly filled. NSS Volunteers are also briefed on how to maintain their work diaries.

For Independence Day, the NSS volunteers attend the Flag Hoisting ceremony organized by the College in the College premises.

Every year, the NSS unit of the College organizes a Blood Donation Drive within the College premises. In the years 2001-02 and 2002-03, Dr. Dias along with the medical unit of Lokmanya Tilak hospital, Sion, undertook this drive. In the current academic year, (2003-04), doctors from the Holy Family Hospital were invited to conduct this drive. Approximately sixty students belonging to the Degree College donated blood. Few days prior to this drive, the NSS volunteers were given the assignments to prepare posters for the Annual Blood Donation Drive. On 18<sup>th</sup> August, 2002 the NSS volunteers assisted the residents of St. Andrew's Parish, Bandra, in organizing a Blood Donation Drive held at Bosco Hall, Bandra.

The NSS volunteers assist the organizers of the Annual Mass for the Sick and the Aged at Mount Mary's Basilica, Bandra, in the month of September every year.

In the year 2001-2002, the NSS unit invited members of Kripa Foundation to give a talk to students on smoking and drug abuse. The volunteers organized a street play related to this subject, in the college campus. The members of AGNI (Action for Good Governance & Networking in India) visited the NSS unit in August to create an awareness about the importance of registering as a voter. In December 2002, a rally on AIDS was organized. The NSS volunteers and the College students participated in this rally. The objective was



to make a difference in their attitudes toward AIDS and AIDS patients'. The NSS students assisted 2000 street children who had assembled for a three day Diwali Mela at Don Bosco grounds organized by the Don Bosco School.

The programmes organized for 2002-03 were the following: A Cleanliness Week was organized from 20<sup>th</sup> January, 2003 to 24<sup>th</sup> January, 2003 in the College premises. It was an informative event that included a guest lecture by Mrs. Maria D'Souza who is a prominent and active member of an NGO. The topic of her lecture was garbage disposal, management, segregation, detoxification and treatment. During this drive there were contests, games, quizzes and parades on cleanliness.

An orientation programme was organized for NSS volunteers on 13<sup>th</sup> August. Prof. Santosh Pathare – NSS District Co-coordinator, University of Mumbai, addressed the students and interacted with them.

#### *University Activities (20 Hours)*

The NSS volunteers and Programme Officer attended the following University activities:

##### *2001-02*

06/08/2001 Peace Rally at Azad Maidan

17/9-21/9/01 Leadership Training Camp. A five day Leadership Training Camp organized by Mumbai University included topics of discussion like aims and objectives of NSS, AIDS and Tobacco Awareness.

18/9-24/9/01 NSS Foundation Week.

12/11-21/11 Rural Development Programme

28/11-29/11 Clean and Green Mumbai Campaign. A two day camp at Lonavala was conducted by the NGO AGNI and N.S.S. on waste management, garbage segregation and vermiculture.

##### *2002-03*

09/08/2002 Bharat Jodo Sadbhavna Abhiyan at August Kranti Maidan, Grant Road.

12/08/2002 Leadership and Training Programmes organized at the Vidya Bhavan Building Auditorium, Churchgate.  
A street play on TB at Vidya Bhavan.

27/08/2002 NSS Volunteers attended a talk on National Intergration and Communal Harmony at Ruparel College.

##### *2003-04*

09/08/2003 Bharat Jodo Sadbhavna Abhiyan at August Kranti Maidan, Grant Road.



- 17/08/2003 Training Programme on 'How to Sustain the Environment' organized by "Anubhav" Nirmala Niketan College of Social Work at Nature Park, Mahim.
- 31/08/2003 "Anubhav" Nirmala Niketan College of Social Work organised a training programme at St. Pius College, Goregaon on the following topics : 'How Co-ordination is needed for Team Work' and 'How to best sustain oneself in the Society'.
- 06/9/2003 Peace Workshop organized by "Anubhav" Nirmala Niketan College of Social Work in our College Premises.
- 10/09/2003 Two NSS Volunteers presented themselves for selection for the State & National Level selection for the Republic Day Parade.
- 12/09/2003 Peace Talk on "Youth the Peace Makers" organized by "Anubhav" Nirmala Niketan College of Social Work in our College Premises.

#### *Institutional Activities (80 Hours)*

The NSS volunteers are divided into different groups and each group has to go to one of the adopted institutes every week on the allotted days to carry out the project undertaken. The students have to complete 50 hours of service in these institutes.

The NSS volunteers conduct the following programmes for the inmates of various institutions:

- 1) Literacy Programmes
- 2) Hygiene awareness
- 3) Cleanliness awareness
- 4) Campus cleaning

The institutions adopted for regular activities include

*St. Catherine of Siena School for Destitute Children*, Mount Mary, Bandra (West)(adopted since the year 2000).

This is an institution which caters to the educational needs of destitute children. The activities of NSS volunteers include teaching as well as physical work. Teaching involves spending time with the inmates and imparting basic skills and knowledge for better living apart from regular lessons. The physical work involves maintaining the premises and beautifying the garden.

*Cheshire Home for the Physically handicapped*, Mahakali Caves Road, Andheri (East), (adopted for the year 2000-2001 and 2001-2002)



This institution houses crippled and handicapped patients. The activities of the NSS volunteers include spending time with the inmates and attending the garden & surroundings.

*St. Stephen's Home for the Street Children*, Bandra (West) (adopted since the year 2002). This is an institution that caters to the educational needs of the street children. The involvement of the NSS is similar to the project undertaken at St. Catherine of Siena School.

*Sister Agnes project for the Street Children*, Canossa Convent, Mahim (West) (adopted for the year 2001-2002).

This undertaking of the NSS unit is controlled and coordinated from Canossa Convent, Mahim (West). This project is for the upliftment of street children. The volunteers are expected to conduct programmes for groups of street children, impart knowledge and entertain them.

### *Special Camp Report*

#### *Rural Camp : 2001 & 2002*

The NSS Rural Camp was organized during the Diwali vacations. The NSS unit of our college adopted two villages at Vangaon, Dahanu in order to carry out our literacy camp and labour work. The motto of the camp was "Not Me But You". The camp had a strict timetable to be followed.

The NSS volunteers were mainly involved in literacy programmes where both the children and adults were taught through informal ways of education. Through a street play the villagers were made aware of health problems related to TB and problems of alcohol consumption. The NSS volunteers were involved in laying of a drainage system in the village. The NSS Programme Co-ordinator, Mr. Ramesh Deokar, University of Mumbai, also visited both the camps. He interacted with the students and shared his experiences of visits to various camps.

#### *Urban Camp : 2003*

A (ten day) Special Urban Camp was organized from the 13<sup>th</sup> October, 2003 to 22<sup>nd</sup> October, 2003 in the College premises. Seventeen students participated in this camp. This camp was mainly a literacy camp whose motto was "Enlighten The Darkness" which is also our College motto. The NSS campers adopted two institutions for their fieldwork 1) Dev Kripa Mandal at Mahim and 2) St. Stephen's Home for the Street Children, Bandra.

Dev Kripa Mandal is a Community Center helping underprivileged women, young girls, street children and families of all communities. The NSS volunteers participated in three activities of the Mandal.

- 1) Street Children: The NSS volunteers held programmes such as Literacy, Hygiene Awareness, Cleanliness Awareness, Health and Games. They also visited the homes of these children.



- 2) Programmes for dropouts and domestic servants Girls: The NSS Volunteers held input sessions for these girls. These included sessions on Health, Hygiene, Self Image, Unity, Issues of Life, Women Empowerment and Problem Solving. Games were also conducted between the sessions, which helped the girls to be more open and interactive with one another. The NSS volunteers also presented a skit on 'Malaria' to these girls.
- 3) Income Generation: The NSS volunteers helped the poor women who have no source of income to make candles, beads, chains, bags, clothes and diyas for Diwali so that they could generate income.

The NSS District Co-ordinator, Mr. Santosh Pathare, University Of Mumbai, also visited the Camp. His inputs and experience were invaluable.



## APPENDIX 16

### LIBRARY REPORT

The College Crest embodies the motto, 'Enlighten the Darkness', which is achieved by learning. Learning is possible with easy access to information. This depends upon identifying, locating and physical access to informative documents. The library has two major objectives; one, to build its information resources base and the second, to provide service to users for quick and easy retrieval of information. .

The library activities can be grouped as:

1. *Building Information Resource Base* - Collection Development
2. *Organizing Information Resources For Easy Retrieval* – Physical organisation of resources, and
3. *User Access To Information.*

1. *Building Information Resource Base* or Collection Development invariably involves allocation of financial resources, selection of information resources, and processing them for easy user access.

St. Andrew's College Library's finances are mostly derived from Library fees collected from students of aided / unaided courses and library fines collected. In the financial year April 20002 to March 2003 approximately the total collection was as follows;

Aided courses	B.A./ B.Com	= Rs. 114817/-
Unaided Courses	B.M.S.	= Rs. 69000/-
	B.M.M.	= Rs. 54950/-
	B. Sc. (IT)	= Rs. 60600/-
Library fine etc		= Rs. 8770/-

The Library Committee has allocated, an average of Rs.1000 per paper. The details for department wise allocation are:

Subject	No of Papers	Budget Rs.	Subject	No of Papers	Budget Rs.
			Accountancy	6	6000/-
Economics	9	9000/-	Foundation Course	2	2000/-
English Lang & Lit.	6+1+1	8000/-	Business Law/ Taxation	2	2000/-
History	6	6000/-	Marketing Research	1	1000/-
Psychology	6+1	7000/-	Advertising	1	1000/-
Sociology	9	9000/-	Mathematics	1	1000/-
Commerce	3	3000/-	Computer applications	1	1000/-
Business Economics	3	3000/-	Export Marketing	1	1000/-
Environmental Science	1	1000/-			



The balance was used to buy books of a general nature and reference books, which did not fall under the preview of any department. The same policy was adopted for unaided courses. The selection of books was done in consultation with the concerned professor who teaches the subject. The books were received on the basis of approval from distributors and suppliers. The Librarian along with members of the Library Committee visited a number of book exhibitions to scout around for books.

In all 1368 books/documents were added to the library in the financial year 2002-03; 676 books for the aided courses and 692 for the unaided courses.

The non-book information resources available in the library include newspapers, periodicals, maps, pamphlets, newsletters, audio/video cassettes, CD-ROMs etc. The periodicals / magazines are received on direct subscription as well as through vendor sales. The library receives on a regular basis three major national dailies, The Times of India, The Indian Express and The Economic Times. We subscribe to 16 to national and 2 international periodicals/ magazines.

2. *Organization Of Information Resources:* The St Andrew's library has been divided into three sections on the basis of nature and use of information resources.

A. Reference section

B. Text Book Section

C. Books/ documents

*A. Reference section:* Information resources available in this section are to be referred and used in the library only. This section contains Encyclopedias, Dictionaries, handbooks, yearbooks and subject books that are rare and expensive. A total 715 Documents in major subject areas are available in this section.

*B. Textbooks Section:* The textbooks recommended by professors are made available in this section. A minimum of five copies of each textbook is available. New editions of books are added every year, as and when there is a change in course content.

Approximately 70 textbooks in arts, 120 in commerce and 200 in BMS are available. These books have restricted circulation as they are issued to students of that class only.

*C. Books/ documents etc:* This category contains the bulk of our resource base. The Library has been organized using Dewey Decimal Classification Systems 19<sup>th</sup> edition.. The total arrangement is inclusive of DDC adopted to subject papers taught in college. The information resources available in major subject areas are;

S. No	Subject	No. of Documents	S. No	Subject	No. of Documents
1	Psychology	300	12	Political Science	103
2	Sociology	883	13	Business Studies	140



3	Economics	623	14	Business Communication	52
4	English Language & Literature	1162	15	Management	147
5	History	495	16	Marketing	214
6	Mathematics	127	17	Mass Communication	47
7	Law/Taxation	58	18	Advertising	137
8	Religion & Philosophy	115	19	Public Relations	22
9	Environmental Studies	108	20	Journalism	134
10	Accountancy	115	21	Film Studies	32
11	Travel & Tourism	58	22	Information Technology & Computer Science	495

To make information resources easily accessible, they need to be processed, indexed and documented. The call number of each resource is derived from Classification number from DDC + First three letters of First Author's/ editors/ corporate authors Surname + Accession Number. Simplified AACR II Format is used for indexing the Resources. Index Catalogue cards are arranged according to the *Divided Dictionary System* is being used. The entire index is divided into two-section Author index and Title index.

3. User Access To Information To derive better user satisfaction our Library has adopted the *Open Access System*.

The *Browne System* is used for lending documents to users. Each student is given one card against which, he/ she can borrow one book for three days. The book can be reissued only if there is no demand for it from others. A late fee is charged as per the rules.

Staff members are allowed to have a maximum of 20 documents/books. The documents, which are required for teaching during the current academic session, can be kept for the entire academic year, but others are issued for one week only. Each department is provided with a list of new additions every academic year.

There are 2200 student members and 24 regular and 20 visiting faculty members who avail of the facilities in the Library. Ex-students of the college are also allowed to access reference books with the permission of either the Principal or the Librarian. On an average 200 to 300 students visit the library every day. The library is open from 7.30 am to 5 pm on all working days except Sundays and government holidays.

From time to time readers are assisted in reference work and letters of introduction are issued, so that they can avail of library facilities from The Jawaharlal Nehru Library, University of Mumbai as well as other libraries in Mumbai.

Restricted internet facility (in co-ordination with the professor) is also provided. The photocopy facility is also available to readers. The Book Bank provides basic textbooks to the economically handicapped students.



3	Economics	623	14	Business Communication	52
4	English Language & Literature	1162	15	Management	147
5	History	495	16	Marketing	214
6	Mathematics	127	17	Mass Communication	47
7	Law/Taxation	58	18	Advertising	137
8	Religion & Philosophy	115	19	Public Relations	22
9	Environmental Studies	108	20	Journalism	134
10	Accountancy	115	21	Film Studies	32
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The Library is a dynamic center. We maintain a bibliographic database of our information resources. In the near future we will have OPAC (Online Public Access Catalogue) for our readers, and bibliographic database on periodical collection.

## PERSONAL PROFILE OF THE LIBRARIAN

**NAME** : Miss. Ranjana Arora

**QUALIFICATION** : M.Sc. (Botany) M.Phil ( Microbiology)  
A.I.Sc. UGC-NET

**DESIGNATION** : Librarian

**EXPERIENCE** : Total no. of years : 05  
Full Time: 05years, St. Andrew's College

**ACTIVITIES UNDERTAKEN** :  
College:  
Secretary, Library Committee

Outside:

Workshop Attended:

National Training on Modern Technologies for information handling organized by Medical Librarians Association

Sports/Games	Month	2001-2002		2002-2003		2003-2004	
		No of Participants		No of Participants		No of Participants	
		men	women	men	women	men	women
Chess	July	18	10				
Table Tennis	Aug.	30	06				
Carrom	Aug.	36	09				
Basketball	Nov.	19 Teams	16 Teams				
Football	July	18 Teams	14 Teams	22 Teams	12 Teams	24 Teams	11 Teams
Annual	Dec.	More than 300		More than 100			
Athletics meet							

Our students (both boys and girls) participated in University organized inter collegiate Athletics, Basketball, football, Hockey & Volleyball. The results are as follows:

### ATHLETICS

Name of the College Student	Year	Level of Competition	Event	Remarks
Pooja Kaur	2001-2002	Inter University	100 Meters	28 Place
		University of Mumbai (St. Xavier's College)	200 Meters	18 Place
			400 Meters	18 Place



## APPENDIX 17

### SPORTS REPORT

St. Andrew's College, of Arts, Science & Commerce, Bandra is not only well known for its numerous courses it offers to students in academics but also excels in the various fields of sports. Sports in St. Andrew's College is given as much, if not more importance than academics. This is evident in the fact that sports such as Hockey, Football, Basketball, Volleyball, Carrom, Table Tennis and Athletics are practiced in our College. This, is due to our huge open grounds and courts which make it possible to foster these games. In addition, we have a distinguished Panel of Advisors, Fr. Rodney Esperance, Mr. Joaquim Carvalho (Ex-Olympian, Hockey), Mr. Bernard Pereira and Mr. Timothy Pereira (Ex-National Football players and Mr. Hycinth Nazareth (Ex-International Hockey player).

Even after achieving great success at the University, State & National level, we do not fail to encourage our students, hence conduct inter-class tournaments for Men and Women in Football, Carrom, Chess, Basketball & Volleyball. The sports activities in our college start in the month of July and continue as follows:

<i>Sports/Games</i>	<i>Month</i>	<i>2001- 2002</i>		<i>2002-2003</i>		<i>2003-2004</i>	
		<i>No of Participants</i>		<i>No of Participants</i>		<i>No of Participants</i>	
		<i>men</i>	<i>women</i>	<i>men</i>	<i>women</i>	<i>men</i>	<i>women</i>
Chess	July	18	06	15	03	12	03
Table Tennis	Aug.	30	06	28	08	26	06
Carrom	Aug.	36	09	30	05	28	06
Basketball	Nov.	19 Teams	16 Teams	21 Teams	17 Teams		
Football	July	18 Teams	14 Teams	22 Teams	12 Teams	24 Teams	11 Teams
Annual Athletic meet	Dec.	More than 300		More than 300			

Our students (both boys and girls ) participated in University organized inter collegiate Athletics, Basketball, football, Hockey & Volleyball . The results are as follows:

#### **ATHLETICS**

<b>Name Of The College /Student</b>	<b>Year</b>	<b>Level Of Competition</b>	<b>Event</b>	<b>Remarks</b>
		<b>Inter University</b>		
Farhan Khan	2001-2002	University Of Mumbai. (Inter Collegiate)	100 Meters. 200 Meters. 400 Meters.	Ist Place Ist Place Ist Place



Farhan Khan	2002-2003	University Of Mumbai. (Inter Collegiate)	100 Meters.	Ist Place 10.06 New Record Broken after 22 Years. Declared fastest man in Maharashtra.
			200 Meters. 4x100 Meters.	Ist Place Ist Place Represented Maharashtra at the 32nd National Games, Hyderabad

### BASKETBALL – BOYS

Name Of The College / Student	Year	Level Of Competition	Remarks
St.Andrews College	2001-2002	University of Mumbai (Inter Collegiate)	<i>Runners Up</i>
Siddarth Kapoor	"	"	Selected to represent University of Mumbai at the Inter University (West Zone) Basketball Tournament and All India University Tournament.
Aaron Fernandes	"	"	"
Jude Alemao	"	"	"
St.Andrews	2002-2003	University of Mumbai (Inter Collegiate)	<u>Fourth in the University</u>
Siddarth Kapoor		"	Selected to play in the Inter University Ashwamedh Tournament.

### BASKETBALL – GIRLS

St.Andrew's College	2002-2003	University of Mumbai (Inter Collegiate)	<i>Second Place</i>
Ms.Martina Fernandes	"	Govt. Of Mah. Sports & Youth Services – Women's Basketball Tournament	Selected to play in the Inter Univ. Ashwamedh Tournament
St.Andrew's College.	2002-2003		<i>Second Place at Mumbai – Suburban Dist.</i>



### FOOT BALL – BOYS

Name of the College / Student	Year	Level of Competition	Remarks
St.Andrew's	2001-2002	Bombay Gymkhana 7 a-side Inter Collegiate Tournament.	<i>First Place</i>
St.Andrew's	2001-2002	University of Mumbai (Inter Collegiate)	<i>Fourth Place</i>
Jarzinho Sieiro	"	Inter-State	Selected to represent Maharashtra U-19 at the National Tournament at Trivandrum
St.Andrew's	2002-2003	Goan's Sports Association, Inter Collegiate Tournament.	Winners
St.Andrew's	"	University of Mumbai (Inter Collegiate)	Fourth Place

### FOOT BALL – GIRLS

Name of the College / Student	Year	Level of Competition	Remarks
St.Andrew's	2001-2002	University of Mumbai (Inter Collegiate)	<b>Runners Up</b>
Ms. Racheal Mathais	"	Inter – State	Represented Maharashtra State at the Junior National Level Tournament at Goa.
Ms. Jennifer D'Abreo	"	Inter – State	"
St.Andrew's	2002-2003	University of Mumbai (Inter Collegiate)	<b>Winners</b>
Rofina Mascarenhas Vice Captain. Tisha Massey, Merrill D'Souza, Lyncia Gonsalves	"	Inter -State Junior National Women's Football Tournament.	Selected to represent Mah. State in Jr. National Women's Football Tournament – Guwahati

### HOCKEY – BOYS

Name of the College / Student	Year	Level of Competition	Remarks
St.Andrew's	2001-2002	University of Mumbai (Inter Collegiate)	<b>Third Place</b>
St.Andrew's	"	Inter Collegiate organized by St.Andrew's College	<b>IInd Place</b>
Anthony D'Souza	"		Selected to represent Mumbai University West Zone. Represented University of Mumbai at All-India Inter-University Tournament - Gwalior.
Shelton Carvalho	"	"	"
Anthony D'Souza	2002-2003	University of Mumbai (Inter Collegiate)	<b>Selected to represent University of Mumbai at the Inter University Tournament.</b>
Rohit Charles	"	"	"

### HOCKEY – GIRLS

Name of the College / Student	Year	Level of Competition	Remarks
St.Andrew's	2001-2002	University of Mumbai (Inter Collegiate)	<b>Participated</b>
St.Andrew's	"	Inter Collegiate organized by St.Andrew's College	<b>Runners Up</b>
Jennifer D'Abreo	2001-2002	"	<b>Selected to represent Mumbai University to play at the All India Inter University Tournament.</b>
Meridith Gracious	"	"	<b>Inter University Tournament at Tirupati</b>
St.Andrew's	2002-2003	University of Mumbai (Inter Collegiate)	<b>Runners Up</b>
St.Andrew's	"	Inter Collegiate Organized by St. Andrew's	<b>Runners Up</b>



Jennifer D'Abreo	<b>2002-2003</b>	University of Mumbai (Inter Collegiate)	Selected to represent University of Mumbai to play at the Inter University All India Tournament.
Vennessa Netto	"	"	"
Elizabeth Pereira	"	"	"
Veronica Santhmayer	"	"	"
Martina Feranandes	"	"	"
Vennessa Netto (Captain)	"	Maharashtra State	<b>To play at the Jr. National at Pune.</b>
Martina Fernandes Vice Captain	"	"	"
Rosita Coelho	"	"	"
Alison D'Souza	"	"	"

**In the years to come we look forward to higher rate of participation in Inter-Class and Inter-Collegiate competition.**

## APPENDIX 18

### ANDREAN CAREER EDGE

The Andrean Career Edge was started during the Academic year 2002-2003. The main objectives are :

1. Awareness : To create awareness among student on the various career options available to them.
2. Motivation : To create in students a desire to opt for higher studies by exposing them to the various career alternatives available.
3. Guidance : The student were to be given guidance related to applications, entrance exams, fees etc.,
4. Experience : The student were to be given practical experience of entrance exams, interviews, group discussion etc.,

The committee achieved it's objective by inviting people & institutions to guide our students

The Excel Management Foundation was invited and a mock CET was conducted on 30<sup>th</sup> Sept 2002 to enable the students to overcome their fear of the CET and gain confidence. Fifty students of the final year appeared for the test. The students were given 175 questions based on the CET pattern to attempt in 2 hrs. This exercise enabled the student to identify their weakness and to overcome them.

In order to arouse awareness and provide guidance to students about relevant career options, a Career Fair was organized by the ACE on 12<sup>th</sup> Dec 2002. About twenty institutes, providing diverse career alternative participated in the fair. Each participant set up a stall which gave students exhaustive information related to the process of applying for various job-oriented courses and details about placement in various business sectors after successful completion of the courses. The Event catered to aptitudes – right from information technology to finance, fashion technology to the hospitality industry. An in-depth exposure of each industry was provided to the students.

One of the immediate outcomes of the event was a recruitment drive organized by the Taj Group of Hotels for Placements at Managerial Posts. Mr. Harsh Lal, a representative of the Taj Group of Hotels, invited the students for a presentation and Group Discussion to be held on the 17<sup>th</sup> of December 2002, at the Crystal Room, Taj Mahal Hotel, Gateway of India. Two students of our college were selected for the final interview.



During the academic year 2003-4, ACE invited The Institute of Computer Accountants (ICA) to conduct a Seminar for the students of B.Com, B.M.S, and B.Com (A&F). The seminar was held on 22nd August 2003, in the college premises. Through a Power Point presentation, the Institute's personnel highlighted various misconceptions about careers in accounts, latest versions of financial packages, the need for in-depth study along with real life work experience and the use of computers in such a profession. After the presentation was over, students clarified doubts. This was followed by a quiz. On the basis of this quiz, 12 students were selected for a free course in Tally at their Institute.

ACE, in collaboration with IMS learning Resource Pvt. Ltd. organized a Mock CAT Exam on 29<sup>th</sup> of August 2003, for students aspiring to study MBA in future. Around 110 students from Arts, Commerce, BMM, BMS & B.Sc. IT participated. Each student was given a question book consisting of 150 questions to be solved in 2 Hours. The Mock CAT gave the students an idea regarding the degree of toughness of the questions & the speed required in answering such questions. A mock group Discussion was also conducted on 2<sup>nd</sup> September 2003 to make students aware about conducting themselves in group discussions. At the end of the discussion, the Group Discussion Examiner pointed out various lacunae in the way students conducted themselves. The Students then clarified doubts with respect to admission procedure, degree specialization etc.

E funds International, a BPO for campus recruitment, conducted interviews for part time jobs (Saturday & Sunday) in the college premises and later at their office. Eighty students of our college were finally selected.

## APPENDIX 19

### THE ANDREAN COUNSELLING CENTER

The Andrean Counselling Center at St. Andrew's College started in June 2000. This is the third year that the counselling services are offered officially to the students of the Senior College.

In it's first year, the Center was manned by Fr. Lionel Braganza sdb. The Managing Trustee and Rector of the College, Monsignor Nereus Rodrigues, and Fr. Rodney Esperance, Assistant Manager and Trustee of College, are also available for counselling during the week. In June 2003, two Professors from the Psychology Faculty, agreed to spend some time at the Center during the week and make themselves available to the students, whenever required.

For the first two years, Fr. Lionel, was available to the students on two days of the week, Monday and Friday. The students are informed about the services. Students visit the Counselling Center voluntarily. No one is forced to meet the Counsellor. However, they are encouraged to sort out their problem and to use this opportunity, so easily accessible and available.

At the beginning of the scholastic year, Fr. Lionel visits each class and interacts with the students. He makes them aware of the facilities and also about the need of such a facility on the College Campus and its amazing efficacy. The Counselling Center is open from 10.00 a.m. to 4.00 p.m.

Many students visit the facility and many come regularly for follow-up sessions. The Counsellor is accessible on the mobile and at Prafula – a Don Bosco Counselling Center at Matunga 24 hours of the day. Students are permitted to call on the Counsellor any time they require help. Many students call up regularly especially when the College is closed for the vacations.

From June 2003, there is an implicit understanding with the Principal, whereby every student who is apprehended for misbehaviour for one reason or the other, has to meet the Counsellor compulsorily for at least three sessions. Besides, the Staff members do refer certain students to the Counsellor's desk. This has proved to be very beneficial to the students.

On an average there are around 10 to 15 students who meet the Counsellor on a regular basis. The Counsellor keeps a personal record of each student at every session.

I must say with confidence that the entire Management, the Staff and the Students are not only aware of the Counselling Center but are convinced that this facility is a boon to the College.



## APPENDIX 20

**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE**  
ST. DOMINIC ROAD,  
BANDRA(W), MUMBAI – 400 050.

CONFIDENTIAL

FORM NO. 6  
( See Rule 12)

University of College:.....

### **Confidential Assessment and Self-Assessment Reports of Non-Teaching/ Non-Technical/Technical Employees**

Serial No..... Year ending 31<sup>st</sup> March .....  
File No.....  
Name : Shri/Smt./Kumari.....  
Department of Office (Including Section).....

#### *Instructions :*

1. Report should be submitted annually and the period ending 31<sup>st</sup> March 20
2. Report should be signed in full and dated by the Reporting Officer. His name and designation should be typed or written legibly below his signature.
3. Report should as far as possible be written in manuscript. When the report is typed for good and sufficient reason a certificate to that effect by the Reporting Officer should be added to the Report.
4. If the employee has served under the reporting authority for less than six months, the officer/s under whom he has previously served should be consulted and their opinions incorporated in the report, indicating how far the replies to the questions are based on personal knowledge and how far on reports of other officers.
5. Anything specially meritorious or adverse to the employee should be mentioned, even if not specifically provided for.
6. Severe notice will be taken of perfunctory, cryptic and incomplete and prejudicial reports.
7. All adverse/outstanding remarks should be communicated to the employee in writing.
8. The reviewing authority has right to ask justification of remarks from the reporting officer.

#### **Personal Information**

*(To be filled in by the employee concerned)*

Name..... Father's  
Name..... Surname.....  
Date of Birth as recorded in the  
Service-book / S.S.C. Certificate/ School Leaving Certificate.....  
Place of Birth Village/Town/Taluka/District/State.....  
Nationality and Religion.....  
Whether belongs to Scheduled Castes/Scheduled Tribes/  
Normadic Tribes/Other Backward Classes etc.....  
Home town.....

(with residential address.....  
 Permanent Address (Local) .....

Date of Joining University  
 services.....  
 and designation at the time of  
 first appointment.....  
 Intermediary positions held between

Initial appointment and Present Position if any,	Positions		Period from		
	i) ii) iii)	Good A	Good B	Fair C	Average D
Mother Tongue	:	:	:	:	:
Language known	:	:	:	:	:
Qualifications and degrees	:	:	:	:	:
University	:	:	:	:	:
Year	:	:	:	:	:

Signature of the Employee.



# Confidential Assessment Report regarding ability and character

Name : \_\_\_\_\_  
 Period of report: \_\_\_\_\_  
 Post or Posts held during the period of report: \_\_\_\_\_  
 Department/Office/Section: \_\_\_\_\_  
 Leave taken during the period \_\_\_\_\_  
 E.L./C.L./Other Leave \_\_\_\_\_

## Performance Assessment

Sr.No.		Item	V Good A	Good B	Fair C	Average D	Below Average E
<b>I</b>		<b>Technical Adequacy</b>					
	1.	Industry					
	2.	Application					
	3.	Initiative					
	4.	Neatness					
	5.	Accuracy					
	6.	Punctuality in work					
	7.	Methodical and systematic Working					
	8.	Promptness in disposal					
	9.	Regularity in attendance					
	10.	Relations with Superiors					
	11.	Relations with colleagues					
	12.	Relations with members Of public					
	13.	Dependability					
	14.	Capacity to get work done					
<b>II</b>		<b>General Impression-</b>					
	1.	General Impression and grasp					
	2.	Leadership qualities					
	3.	Level of knowledge (Related to the Section/ Department)					
	4.	Tech ability (wherever relevant)					
	5.	Spl. Complementary Aptitude qualities etc. other than job requirements.					
<b>III</b>		<b>Recommendation--</b>					
	(a)	Administrative ability including judgement, initiative, promptness and drive					

	(b)	Fitness to continue in the present post					
	(c)	Fitness for Promotion					
	(d)	Any other item not covered but which you would like to record. Please specify the aspect.					
	(e)	Recommendation Observation of the Reporting Officer.					

Date :

Signature \_\_\_\_\_

Name & designation of the  
Reviewing Officer

Place:

Note: Items covered by I, II & III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the Column as NA(Not Applicable). Assessment has to be done in five points scale i.e. Very Good, Good, Fair, Average and Below Average.

Please Mark '√' in appropriate columns to arrive at final assessment.

### **Observation of Reviewing Office on the Report**

(To be filled in by the Reviewing Officer)

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---



---

1. Length of service under Reviewing Officer during the Period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his assessment?
3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date :

Signature \_\_\_\_\_

Name and Designation of the  
Reviewing Officer

Place:



## PART – II

### Confidential Self-Assessment Report regarding ability and character (For the Officers and Superintendents)

1. Name
2. Department/Office/Post
3. Period of Report
4. Leave taken during the period C.L./E.L./Other Leave
5. Additional Qualifications/training etc. earned/undergone during the period.
6. Promotions/rewards appreciation, if any.
7. Length of Service in the Present or similar Post.
8. Brief description of your duties indicating the norms, standards, targets to be observed etc.
9. Supervisory ability (capacity to get work done)
10. Relations with staff/members of public/superiors.
11. Have you imparted any training guidance, to your staff?
12. Were you required to take any disciplinary action against any of your subordinates if so, state number of cases reported.
13. Could you maintain co-cordial atmosphere in your department, if 'yes' state whether the following methods you adopted.
  - (a) Welfare activity (b) By your own hard work (c) accomodativeness and (d) Impartiality and Just method.
14. How would you rank your leadership ability
15. What efforts were made by you to acquire or promote the quality of leadership.
16. The quality and quantity of work done during the period of report as compared with the prescribed norms standards or targets of previous year.
17. Details of any specific items(s) of work done by you which you think especially noteworthy/innovative/economical.
18. Are you aware of the opinion of public/teachers employees etc. about your section state what it is.
19. Do you think that there is a scope for improvement.
20. If in your own opinion you were unable to maintain the expected quality or quantity of performance, indicate briefly your reasons for the same and the action you propose to take. What measure would you suggest/intent to take to step up the present performance.
21. State that special difficulty you experienced. Were they beyond your control?
22. State whether you could get guidance from your superiors/you could have done better with better guidance. adequate guidance and assistance were provided.
23. State whether you could derive 'job satisfaction' from your work during the period of reports.
24. Your general assessment :

Very Good/Good/Fair/Average/Below Average

### Observation of the Reporting Officer

1. State whether the facts stated above are correct. If not, state the correct facts.
2. Do you agree that the self-assessment is honest and based on rational and impartial self-observation? If not, give reasons why you do not agree.
3. State whether the performance of Officer during the period of self-assessment can be rate as:-  
 (1) Very Good                      (2) Good                      (3) Fair  
 (4) Average                      (5) Below Average
4. Whether in your opinion the officer has ---  
 1. Potentiality to develop  
 2. Desire to develop  
 3. Capability of Making adequate efforts to develop
5. Any other remarks.

Date:

Signature

Name and Designation of the  
Reviewing Officer

Place :

	2002-03	2003-04	2004-05
1. Tuition Fee	Rs. 50	Rs. 50	250
2. Library Fee	800	400	800
3. Examination Fee	200	125	175
4. Other Fee	75	75	75
5. University Enrollment Fee	75	75	175
6. Post Chancellor's Fund	170	170	270
7. Prizes of SPT and Cultural Activities	-	-	-
8. Insurance	-	40	20
9. Disaster Relief Fund	-	10	10
10. Examination Fee	400	400	575
11. C charges	-	20	20
12. Extra Curricular Activities	-	-	25
13. Magazine Fee	-	-	20
14. ID & Library Cards	-	-	25
15. Student Welfare Fund	-	-	25
16. Utility Fee	-	-	100
17. Library deposit	-	-	300
18. Development Fund	-	-	100
19. Total	(68)	176	1205

Self-financing		B.A.S.	B.M.W.	B.Sc.II	B.Sc.II
No.		Rs.	Rs.	(Fixed)	(Open)
1.	Tuition Fee (2 semesters)	6000	6000	6000	12000
2.	Library Fee (per year)	200	200	200	200
3.	Examination Fee (per year)	200	200	200	200
4.	Industrial Visit Per Year	200	200	-	-
5.	Computer Practicals	200	200	200	1200
6.	Examination Fee (2 semesters)	200	200	2500	5000
7.	Laboratory Fee	-	-	200	400
8.	Other Fee	2000	2000	10000	20000
	Total	9200	9200	10600	20800



## APPENDIX 21

### TUITION FEE

Current Tuition and other fee structure in government supported and self-financing courses.

*Government supported:*

Sr.No.	Particulars	2001-02 Rs.	2002-03 Rs.	2003-04 Rs.
1	Caution Fee	50	50	250
2	Tuition Fee	800	800	800
3	Gymkhana Fee	100	125	175
4	Library Fee	75	75	175
5	Other Fee	75	75	125
6	University Enrolment Fee	170	170	220
7	Vice Chancellors Fund	1	1	-
8	Prom of SPT and Cultural Activities	10	10	10
9	Insurance	-	40	20
10	Disaster Relief Fund	-	10	10
11	Examination Fee	400	400	575
12	C charges	-	20	20
13	Extra Curricular Activities	-	-	25
14	Magazine Fee	-	-	50
15	ID & Library Cards	-	-	25
16	Student Welfare Fund	-	-	25
17	Utility Fee	-	-	100
18	Library deposit	-	-	300
19	Development Fund	-	-	300
	Total:	1681	1776	3205

*Self-financing:*

Sr. No.		B.M.S. Rs.	B.M.M Rs.	B.Sc.IT (Free) Rs.	B.Sc.IT (Open) Rs.
1	Tuition Fee (2 semesters)	6000	6000	6000	12000
2	Library Fee (per year)	300	300	600	1200
3	Gymkhana Fee (per year)	200	200	100	200
4	Industrial Visit Per Year	500	500		
5	Computer Practicals	500	500		
6	Examination Fee (2 semesters)	800	800	600	1200
7	Laboratory Fee			2500	5000
8	Other Fees			200	400
	Total:	8300	8300	10000	20000

## APPENDIX 21

### TUITION FEE

Current Tuition and other fee structure in government supported and self-financing courses.

*Government supported:*

Sr.No.	Particulars	2001-02 Rs.	2002-03 Rs.	2003-04 Rs.
1	Caution Fee	50	50	250
2	Tuition Fee	800	800	800
3	Gymkhana Fee	100	125	175
4	Library Fee	75	75	175
5	Other Fee	75	75	125
6	University Enrolment Fee	170	170	220
7	Vice Chancellors Fund	1	1	-
8	Prom of SPT and Cultural Activities	10	10	10
9	Insurance	-	40	20
10	Disaster Relief Fund	-	10	10
11	Examination Fee	400	400	575
12	C charges	-	20	20
13	Extra Curricular Activities	-	-	25
14	Magazine Fee	-	-	50
15	ID & Library Cards	-	-	25
16	Student Welfare Fund	-	-	25
17	Utility Fee	-	-	100
18	Library deposit	-	-	300
19	Development Fund	-	-	300
	Total:	1681	1776	3205

*Self-financing:*

Sr. No.		B.M.S. Rs.	B.M.M Rs..	B.Sc.IT (Free) Rs.	B.Sc.IT (Open) Rs.
1	Tuition Fee (2 semesters)	6000	6000	6000	12000
2	Library Fee (per year)	300	300	600	1200
3	Gymkhana Fee (per year)	200	200	100	200
4	Industrial Visit Per Year	500	500		
5	Computer Practicals	500	500		
6	Examination Fee (2 semesters)	800	800	600	1200
7	Laboratory Fee			2500	5000
8	Other Fees			200	400
	Total:	8300	8300	10000	20000



## APPENDIX 22

### ASSOCIATION FOR INTER-RELIGIOUS DIALOGUE

Our country has over the centuries taken pride in its rich cultural heritage shaped by the plurality of religions, cultures and ideologies. Our people have lived in harmony with one another and a common thread of concern for the other has helped to knit us closely as one big family. Unfortunately, divisive forces are at work threatening to destroy this very fabric. We see a general deterioration in our value system. The urgent need of the hour is to sensitize students and teach them to dialogue with those who are religiously, ideologically and culturally different from them.

Religion, which is the sustaining core of every culture, must unite people. Love, peace, tolerance and respect for every human being are values common to all religions. These values must be fostered if we are to live in harmony and maximize the creative potential released by the interaction of cultures.

We must consciously turn our attention and energies to develop and promote authentic dialogue. To help us achieve this, we have formed an *Association for Inter-Religious Dialogue* in college.

On 6<sup>th</sup> September 2003, our Principal, Prof. A.D. Mascarenhas, formally inaugurated the Association. Students from different faiths enlightened the audience (consisting of their peers) about their respective faith. On 12<sup>th</sup> September 2003, Dr. Kala Acharya, Director of K.J. Somaiya Bharatiya Sansriti Peetham, a renowned research scholar, writer of books and several leading articles, who has participated in several International Interfaith dialogues and seminars, delivered a lecture on *Hinduism*. She highlighted the fact that just as our parents are known to different people by different names, so too God is one and different people call God by different names. She drew in the connection between Hinduism and Christianity. After the lecture, she answered several questions raised by the students.

In the future, we hope to invite religious leaders of other faiths to share with our students the principles of their religion.

## APPENDIX 23

### PROFESSORS-IN-CHARGE OF CLASSES/DIVISIONS

SR. NO.	CLASS	DIV.	NAME
I	F.Y.B.A.	A	DR. MARIE FERNANDES SR. FATIMA REBELLO
	F.Y.B.A.	B	MS. KASHMIRA MODY MS. VATIKA SIBAL
II	F.Y.B.COM.	A	MR. VENKATKRISHNAN
	F.Y.B.COM.	B	MS. HARMEET BHASIN
	F.Y.B.COM.	C	MS. SUSAN LOBO
III	S.Y.B.A.	A	MS. SHARMILLA DHOTE
	S.Y.B.A.	B	MS. AURELIA BARNO
IV	S.Y.B.COM.	A	MS. DESIREE GONSALVES
	S.Y.B.COM.	B	MR. KEVIN MIRANDA
	S.Y.B.COM.	C	MR. MAHESH BAHIRWANI
V	T.Y.B.A.	ENGLISH	MS. LORNA BARRETT
	T.Y.B.A.	ECONOMICS	MS. AMELIA CORREA
	T.Y.B.A.	SOCIOLOGY	MS. SHIRLY GEORGE
	T.Y.B.A.	PSYCHOLOGY	MS. SHUBDA MALHOTRA
	T.Y.B.A.	HISTORY	MS. J.B. COELHO
VI	T.Y.B.COM.	A	DR. GRACEILLA TAVARES
	T.Y.B.COM.	B	MR. JAGDISH PUNJABI
	T.Y.B.COM.	C	MS. CHARMAINE BRAGANZA

June 28, 2002

PRINCIPAL



## APPENDIX 23

### PROFESSORS-IN-CHARGE OF CLASSES/DIVISIONS

SR. NO.	CLASS	DIV.	NAME
I	F.Y.B.A.	A	DR. MARIE FERNANDES SR. FATIMA REBELLO
	F.Y.B.A.	B	MS. KASHMIRA MODY MS. VATIKA SIBAL
II	F.Y.B.COM.	A	MR. VENKATKRISHNAN
	F.Y.B.COM.	B	MS. HARMEET BHASIN
	F.Y.B.COM.	C	MS. SUSAN LOBO
III	S.Y.B.A.	A	MS. SHARMILLA DHOTE
	S.Y.B.A.	B	MS. AURELIA BARNO
IV	S.Y.B.COM.	A	MS. DESIREE GONSALVES
	S.Y.B.COM.	B	MR. KEVIN MIRANDA
	S.Y.B.COM.	C	MR. MAHESH BAHIRWANI
V	T.Y.B.A.	ENGLISH	MS. LORNA BARRETT
	T.Y.B.A.	ECONOMICS	MS. AMELIA CORREA
	T.Y.B.A.	SOCIOLOGY	MS. SHIRLY GEORGE
	T.Y.B.A.	PSYCHOLOGY	MS. SHUBDA MALHOTRA
	T.Y.B.A.	HISTORY	MS. J.B. COELHO
VI	T.Y.B.COM.	A	DR. GRACEILLA TAVARES
	T.Y.B.COM.	B	MR. JAGDISH PUNJABI
	T.Y.B.COM.	C	MS. CHARMAINE BRAGANZA

June 28, 2002

PRINCIPAL

## APPENDIX 24

### STUDENTS' COUNCIL

The Students' Council bears testimony to the fact that academics, fun and frolic can co-exist. The objective of the Council is to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of the College. As soon as the Council is constituted, the members are briefed by the Principal and the Prof-in-Charge about the significance of the Council, and in a brain storming session the students' opinions are sought about the activities during the coming year.

Activities organized by the Council range from Flag Hoisting on 15<sup>th</sup> August to bidding farewell to the graduating classes, in February. Each year brings new activities where the creativity and imagination of the students find expression.

#### **August**

An official meeting is held with the Principal in the month of August every year. The Flag Hoisting ceremony was attended by the council on Independence Day every year.

#### **September**

Teachers were wished with cake and flowers in appreciation for the work that they do throughout the year on 5<sup>th</sup> September, Teacher's Day.

The Students' Council along with the division representatives organized a get-together for them.

The students also celebrated Rose Day during this month.

#### **October**

Checks and Specs Day and Black and White Day, were held in this month.

#### **November**

Weird Hair-do Day was organized by the Students' Council with a prize for the most unusual hair style.

On 30<sup>th</sup> November, the College Feast Day, His Lordship Bishop Percival Fernandes celebrated the Eucharist. The Service was well attended by Trustees, the Principal, Staff both teaching and non-teaching, and students. Snacks and tele-games followed.



The following year, the Eucharist was concelebrated by Bishop Ferdinand Fonseca, Fr Joe Monty, Fr. Lawrie D'souza and Msgr. Nereus Rodrigues. After the Service, breakfast was served. Later the students competed in the tele-games that were held.

## **December**

Aids Day, 3<sup>rd</sup> December, had the students wearing red ribbons and displaying posters to spread awareness on this issue.

Students wore striking colours and weird combinations on 'Govinda Day'.

The Andrean Fete - Every year on 13<sup>th</sup> December, the council organizes a whole day of festivities and competitions. These included literary and creative events, Card Making, T-shirt painting, Pot painting, Salad Dressing and Cake Decorations, Mehndi, Rangoli, Madvertising, Treasure Hunt and Face Painting. The highlight of the competitions was the crowning of the Andrean King and Queen. Another event that attracted a big crowd was the Fashion Show and Dance Competition. The music got the students grooving throughout the day. A number of spot prizes were given away.

Traditional Day - The students came dressed in traditional Indian attire. The atmosphere in the College was colorful and festive. The 'Best Costume' contest was held for students where the participants displayed their talent and knowledge of Indian culture.

Andreans sang at a Carol Singing Competition with great gusto and enthusiasm creating a Christmas ambience.

Sports Day - The students of the Junior and the Degree College participated in various athletic events. The day began with a March Past and among other events a tug-of-war for the staff members was the highlight of the day.

## **January**

Kurta Day got students to college in their very best kurtas.

Annual Prize Distribution - The students received prizes for excellence in academics and sports. A variety entertainment program followed. The Principal highlighted the curricular, co-curricular and extra-curricular achievements of the students in his Annual Report.

The Chief guests were Mr. Roger Pereira and His Lordship Bishop Percival Fernandes who imparted valuable advice to the students.

Farewell to the third year students - It was a day that marked the end of almost five years with St Andrew's College for the third year Arts and Commerce students. This year we also bid farewell to the third year Bachelor of Management Studies students. Over 600 students and their professors turned up in their Sunday best. Msgr. Nereus Rodrigues,

Managing Trustee and Rector of the College and Father Lionnel Braganza, the official counsellor of the College concelebrated the Eucharist. The student leaders came forward to thank their Professors and the Management for the care and love bestowed on them during the past five years. At the social gathering which followed, the Principal wished the students all the best in their life ahead. "Show the world that you are an Andrean" he concluded. Then came an hour of games, a spot of dancing, followed by dinner. As the function drew to a close, students received a souvenir and they carried with them a host of memories of their years in college.

#### STUDENTS' COUNCIL (2003-2004)

General Secretary	:	Mr. Maelzer Rudolf
Sports Secretary	:	Ms. Nadita Gomes
N.S.S.	:	Ms. Kimberley Rodrigues
Cultural Secretary	:	Ms. Michelle Simoes
Ladies Representative (Arts) :		Ms. Marietta Dharmai
Ladies Representative (Com.):		Ms. Nikita D'Souza
Class Representatives		
F.Y.B.Com.	:	Ms. Brinelle Lobo
S.Y.B.Com.	:	Ms. Nyanza Nazareth
T.Y.B.Com.	:	Mr. Maelzer Rudolf
F.Y.B.A.	:	Mr. K. V. Vasudevan
S.Y.B.A.	:	Ms. Chantella Fernandes
T.Y.B.A.	:	Ms. Kay D'Souza
F.Y.B.M.S.	:	Ms. Michelle D'Souza
S.Y.B.M.S.	:	Mr. Linny Elango
T.Y.B.M.S.	:	Ms. Yaniskha Rodrigues
F.Y.B.M.M.	:	Ms. Milva Povo
S.Y.B.M.M.	:	Ms. Vrushali Lad
T.Y.B.M.M.	:	Ms. Savita Iyer
F.Y.B.Sc.IT	:	Mr. Akshay Tahiskar
S.Y.B.Sc.IT	:	Ms. Charmaine D'Souza
T.Y.B.Sc.IT	:	Mr. Qusai Haryanvalla



## APPENDIX 25

### **FIRST WARNING**

Mr. / Ms \_\_\_\_\_  
Class: \_\_\_\_\_ Division: \_\_\_\_\_ Roll No.: \_\_\_\_\_

You have violated the following (items marked ticked) rules / norms of the college

1	Disturbing the class	2	Impolite behaviour with the Professors
3	Misbehaviour with boys / girls	4	Causing disturbance in the Campus
5	Using foul language	6	_____

Date: \_\_\_\_\_ Reported by: \_\_\_\_\_

\_\_\_\_\_  
Signature of Reporter

Date : \_\_\_\_\_

\_\_\_\_\_  
Chairperson  
Discipline Committee

#### **Note for the student being warned :**

Since this is the first time you have been caught for having violated the rules / norms of the College, you are being warned of the consequences of not abiding by the rules / norms of the College. You are also required to note that in case you are caught for the second time you will be suspended from the College and your parents will be called to meet the Discipline Committee to discuss the problem and give an assurance with respect to your proper behaviour. In the event of your being caught the third time, you shall be required to explain your repeated misbehaviour to the Principal and to the Discipline Committee. The Principal and the Discipline Committee together will decide the penalty and the same shall be communicated to you. The penalty may include (i) not permitting you to appear for the term end / final / University exam; or (ii) asking you to leave the college or (iii) denying you admission to the next class in this College.

#### **ACKNOWLEDGEMENT**

I, \_\_\_\_\_, student of St Andrews College of Arts, Science & Commerce, Bandra (West), Mumbai, studying in Class \_\_\_\_\_, Division \_\_\_\_\_, Roll No . \_\_\_\_\_ do hereby acknowledge having received **FIRST WARNING** on \_\_\_\_\_ from the Chairperson, Discipline Committee for having violated the rules / norms of the College. I am informed and have noted and understood the consequences of the act of indiscipline on my part.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Student

#### **ACKNOWLEDGEMENT OF THE PARENT**

I, \_\_\_\_\_, father / mother of \_\_\_\_\_ studying in Class \_\_\_\_\_ Division \_\_\_\_\_ Roll No \_\_\_\_\_ acknowledge and confirm that I am aware



that my son / daughter has received FIRST WARNING from the Chairperson, Discipline Committee of St Andrews College, Bandra (West), Mumbai. I assure that he / she will not violate College rules and norms hereafter.

Date : \_\_\_\_\_

Signature of the Parent \_\_\_\_\_

## SECOND WARNING

Mr / Ms \_\_\_\_\_

Class : \_\_\_\_\_ Division : \_\_\_\_\_ Roll No. : \_\_\_\_\_

You have again violated the following (items marked ticked) rules / norms of the college

- |   |                                |   |  |
|---|--------------------------------|---|--|
| 1 | Disturbing the class           | 2 | Impolite behaviour with the Professors |
| 2 | Misbehaviour with boys / girls | 4 | Causing disturbance in the Campus      |
| 5 | Using foul language            | 6 | _____                                  |

Date : \_\_\_\_\_ Reported by : \_\_\_\_\_

Signature of Reporter \_\_\_\_\_

Date : \_\_\_\_\_

Chairperson  
Discipline Committee

### Note for the student being warned :

This is the second time you have been caught for having violated the rules / norms of the College. You are being warned of the consequences of not abiding by the rules / norms of the College. You are also required to note that in case you are caught for the third time the Principal and the Discipline Committee together will decide the punishment and the same shall be communicated to you. The penalty may include (i) not permitting you to appear for the term end / final / University exam; or (ii) asking you to leave the college or (iii) denying you admission to the next class in this College.

## ACKNOWLEDGEMENT

I, \_\_\_\_\_, student of St Andrews College of Arts, Science & Commerce, Bandra (West), Mumbai, studying in Class \_\_\_\_\_, Division \_\_\_\_\_, Roll No. \_\_\_\_\_ do hereby acknowledge having received **SECOND WARNING** on \_\_\_\_\_ from the Chairperson, Discipline Committee for having once again violated the rules / norms of the College. I am informed and have noted and understood the consequences of the repeated act of indiscipline on my part. I have also been asked to call my parents to meet the Discipline Committee to discuss the act/s of indiscipline on my part. The notice of my suspension from the College has been communicated to me and the same shall be displayed on the College Notice Board and read in my class.

Date : \_\_\_\_\_

Signature of the Student \_\_\_\_\_



### ACKNOWLEDGEMENT OF THE PARENT

I, \_\_\_\_\_, father / mother of \_\_\_\_\_ studying in Class \_\_\_\_\_ Division \_\_\_\_\_ Roll No \_\_\_\_\_ acknowledge and confirm that I am aware that my son / daughter has received SECOND WARNING from the Chairperson, Discipline Committee of St Andrews College, Bandra (West), Mumbai. I undertake to meet the Principal and the Chairperson of the Discipline Committee on the date and time given below. Date \_\_\_\_\_ Time \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Parent

### THIRD WARNING

Mr / Ms \_\_\_\_\_  
Class : \_\_\_\_\_ Division : \_\_\_\_\_ Roll No. : \_\_\_\_\_

You have once again violated the following (items marked ticked) rules / norms of the college

- |                                  |  |
|----------------------------------|--|
| 1 Disturbing the class           | 2 Impolite behaviour with the Professors |
| 3 Misbehaviour with boys / girls | 4 Causing disturbance in the Campus      |
| 5 Using foul language            | 6 _____                                  |

Date : \_\_\_\_\_ Reported by : \_\_\_\_\_

\_\_\_\_\_  
Signature of Reporter

Date : \_\_\_\_\_

\_\_\_\_\_  
Chairperson  
Discipline Committee

#### Note for the student being warned :

This is the third time you have been caught for having violated the rules / norms of the College. You are required to note that the Principal and the Discipline Committee together will decide the punishment and the same shall be communicated to you. The penalty may include (i) not permitting you to appear for the term end / final / University exam; or (ii) asking you to leave the college or (iii) denying you admission to the next class in this College.

### ACKNOWLEDGEMENT

I, \_\_\_\_\_, student of St. Andrews College of Arts, Science & Commerce, Bandra (West), Mumbai, studying in Class \_\_\_\_\_, Division \_\_\_\_\_, Roll No . \_\_\_\_\_ do hereby acknowledge having received **THIRD WARNING** on \_\_\_\_\_ from the Chairperson, Discipline Committee for having yet again violated the rules / norms of the College. I am informed and have noted and understood the consequences of the repeated act of indiscipline on my part.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Student

## ACKNOWLEDGEMENT OF THE PARENT

I, \_\_\_\_\_, father / mother of \_\_\_\_\_ studying in Class \_\_\_\_\_ Division \_\_\_\_\_ Roll No \_\_\_\_\_ acknowledge and confirm that I am aware that my son / daughter has received THIRD WARNING from the Chairperson, Discipline Committee of St Andrews College, Bandra (West), Mumbai. I am also aware that the decision of the Principal and the Discipline Committee to be communicated to my son / daughter will be binding on him / her.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Parent

### MEN

Caps, Half-pants, Bermudas, Sleeveless T-Shirts & Three-fourth pants.

### WOMEN

Caps, Half-pants, Bermudas, Skin-tight Dresses, Short-Dresses or Short skirts, Sleeveless and Short Tops and Pedal-Pushers.

FACIAL PIERCING (BOYS/GIRLS), other than traditional Ear-Rings And Nose-Rings, is Strictly Prohibited.

ANY OTHER ATTIRE which, according to the college authorities, is not suitable to the college culture/environment will not be permitted.

\_\_\_\_\_  
Principal



## APPENDIX 26

### **DRESS CODE**

Visitors & Students are strictly prohibited from wearing the following in the College campus.

#### **MEN**

Caps, Half-pants, Bermudas, Sleeveless T-Shirts & Three-fourth pants.

#### **WOMEN**

Caps, Half-pants, Bermudas, Skin-tight Dresses, Short-Dresses or Short skirts, Sleeveless and Short Tops and Pedal-Pushers.

-----  
**FACIAL PIERCING (BOYS/GIRLS)**, other than traditional Ear-Rings And Nose-Rings, is Strictly Prohibited.

**ANY OTHER ATTIRE** which, according to the college authorities, is not suitable to the college culture/environment will not be permitted.

Principal

## APPENDIX 27A

**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**ST. DOMINIC ROAD, BANDRA(W), MUMBAI – 400 050.**

### Student Feedback On Courses

#### T Y B COM

DEPARTMENT :

SEMESTER/TERM/YEAR

Please rate the courses on the following attributes using the 10 point scale shown:-

10	9	8	7	6	5	4	3	2	1
▼									▼
Very Good									Very Poor

Courses	Course 01	Course 02	Course 03	Course 04
1. Learning value (in terms of skills, concepts, knowledge, analytical abilities, or broadening perspective.				
2. Applicability/ relevance to real life situation.				
3. Depth of the course content				
4. Extent of coverage of course				
5. Clarity and relevance of reading material				
6. Extent of effort required by students				
7. Relevance/learning value of project/report				
8. Overall rating				

Course 01 – (Title of the Course) = A/C III/ IV/ V  
COMMERCE

Course 02 – (Title of the Course)

Course 03 – (Title of the Course) BUS.ECONOMICS

Course 04 – (Title of the  
Course)=APPLIED COMPONENTS.



## APPENDIX 27 B

**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**ST. DOMINIC ROAD, BANDRA(W), MUMBAI – 400 050.**

### Student Feedback On Courses

#### TYBA

DEPARTMENT :

SEMESTER/TERM/YEAR

Please rate the courses on the following attributes using the 10 point scale shown:-

10	9	8	7	6	5	4	3	2	1
----	---	---	---	---	---	---	---	---	---

▼  
Very Good

▼  
Very Poor

Courses	Course 01	Course 02	Course 03	Course 04
1. Learning value (in terms of skills, concepts, knowledge, analytical abilities, or broadening perspective.				
2. Applicability/ relevance to real life situation.				
3. Depth of the course content				
4. Extent of coverage of course				
5. Clarity and relevance of reading material				
6. Extent of effort required by students				
7. Relevance/learning value of project/report				
8. Overall rating				

Course 01 – (Title of the Course)  
(VI) COMPONENT

Course 02 – (Title of the Course) APPLIED-

Course 03 – (Title of the Course)

Course 04 – (Title of the Course) APPLIED-  
COMPONENT

## APPENDIX 28

### STUDIES UNDERTAKEN BY THE SOCIOLOGY DEPARTMENT:

#### **1. PROBLEMS OF OLD AGE**

The population of senior citizens is increasing by leaps and bounds in the present century. Industrialization, modernization and urbanization have wrought in-roads into the family structure and the status of the elderly. Acceleration in new technology, coupled with urbanization, social migration, individualism and an increasing number of women participation in work force is gradually decreasing the strength of the traditional joint family and slowly giving way to the nuclear family in which, generally, aged people have to face multidimensional problems.

The students of 'The Sociology Association', of St. Andrew's College conducted a survey in 2002-03 with regard to senior citizens. The objective of the study was to give the students basic knowledge on preparing a questionnaire and collecting data from primary sources. The thrust of the study was to find out the physical, social and adjustment problems faced by the aged.

For the purpose of this study, data was collected from 130 respondents who were above 55. The distribution of respondents according to age were as follows: 43 were between the age group of 56-65 years, 54 were between 66-75 years and 33 were above 75 years.

Since the study focused on respondents above the age of 55, they were asked about their major source of income. The data revealed that occupation, rather than property, was found to be the main source of income for majority of the respondents. 40% (52) were doing semi-skilled jobs. This also included housework. 34.61% (45) had skilled jobs. 6.92% (9) were involved in business and 18.46% (24) were professionals. After retirement, some of the respondents (10%) are still serving in different occupational institutions. Many (40%) are involved in religious activities. For 32.30% (42) respondents the pension they were drawing formed the bulk of their income. A few of the respondents had land, property and other sources of income now. 10% (13) of them depended on their children for their financial needs.

Majority of the respondents 60% (78) had their own flats or dwelling place. 7.69% (10) were staying in rental places. The rest of the respondents 32.30% (42) were staying with their children.

The most commonly mentioned health problems by the respondents were blood pressure, diabetes and heart problems. 47.69% (62) of the respondents had high blood pressure and 20.77% (27) were diabetic patients. 21.54% (28) were heart patients. The other health problems were Parkinson's disease, arthritis, asthma, vertigo and eye problems. Many of the respondents complained of multiple problems.



Majority of the respondents 72.30% (94) had allopathic treatment. Many of them were also taking holistic treatment simultaneously. Those who were working had insurance and CGHS to cover their treatment expenses. For others, their children took care of their medical expenses.

The inter-family aspect of the retired persons focused mainly on the relation of aged people with their family members. They were mainly asked about their involvement in decision-making, family activities and family recreation.

- ❖ Majority of the respondents had good relations with their family members.
- ❖ 33.85% (44) of them had excellent relations with their family members.
- ❖ 29.23% (38) of them said their relationship is good.
- ❖ 46.15% (60) of them responded that they were always involved in decision-making regarding family matters.
- ❖ 33.07% (43) of them were sometimes involved in decision-making.
- ❖ The rest of the respondents 20.77% (27) were never involved in decision-making.

It was interesting to note that those who had their own flats and savings had a better relationship with their family members. They were more involved in decision-making and family activities. Those respondents who were financially dependent on their children felt lonesome and useless. 24.61% (32) of the respondents were always involved in the family recreation activities. 40.07% (53) were sometimes involved and 33.92% (45) were never involved. Though they were not much involved in family recreation activities, all of them were involved in certain cultural or religious activities. Many of them 60% (78) were involved in social service activities or were members of senior citizen clubs. The other activities in which they were involved included gardening, cooking, reading, sewing, travelling, or watching TV.

Ageing is not a new phenomenon. But the problems that arise with ageing appear to be a product of the modern age. Two aspects of the situation of the elderly in India, namely, the relatively low percentage of senior citizens and their living arrangements in families with younger relatives have tended to mask the seriousness of the problem. There is a marked difference in the way the developed countries and the developing countries deal with elderly population. The former have old age plans, social security programmes and medical care facilities, but in the latter, social institutions like family are the basic caretakers.

The present study shows, that those who were financially independent were more involved in decision-making regarding family matters. They also maintained good relations with their family members. Hence, the adjustment problems faced by them were comparatively lower than the other respondents. Therefore, it is essential on the part of the government to have more schemes for the senior citizens so that they can be independent. The problems of the elderly are increasing. Though the financial problems seem to be urgent, psycho-social adjustments also need to be given attention. The majority of elderly persons with problems in India need not be segregated in institutions, but with emphasis on non-institutional services, they can be helped to remain integrated



with the rest of the society, using the means offered by external services of community and social workers. The progress of a nation may be marked by the care which it provides for the aged.

## **2. A STUDY ON STREET CHILDREN**

The concept of street children has been an issue that has been building up momentum in recent years. Under pressure from NGO's, the Government of India set up a 'Scheme for Assistance to Street Children' under the Ministry of Welfare in February 1993.

As part of the activities of the Sociology Association, the students of St. Andrew's College conducted a survey on street children. Data was collected from two voluntary organizations working with street children: the Vatsalya Foundation and Snehsadan. A total of 65 children were interviewed. The questions mainly dealt with the family background, present situation, problems they face, role of voluntary organizations and future plans. The respondents' age varied from 5-19 years. 41 of the respondents were females and 24 were males.

Majority of the children interviewed were from voluntary organizations and they were provided educational facilities, hence only 16% (10) were illiterate. These constituted the newcomers to the voluntary organization. 29% (19) of the respondents were receiving primary education. 31% (20) were at secondary level. 20% (13) were in the higher secondary classes and 4% (2) were receiving non-formal education with vocational training.

Most of the children were from Maharashtra and Uttar Pradesh. The rest were from Haryana, Andhra Pradesh, Tamil Nadu, West Bengal, Orissa and Goa.

Physical abuse by parents and relatives was the main reason given by the children (31%) for leaving home. The other reasons given were fights at home, death of parents, and poverty, etc. 18 children maintained contact with their family members, though they were staying with the institution.

One of the major problems faced by the street children is the 'addiction habit'. Addiction includes habits like chewing paan, tobacco, gutka, smoking, drinking, glue sniffing, drugs. They face problems from the police, employers and eunuchs. The employers exploit the children by refusing to pay adequate wages. Extortion from police in the form of hafta are also prevalent. Sexual and physical abuse is another major problem that the street children face. Both male and female children, as young as six years, said that they were sexually abused on the streets. The child accepts this as a part of his/her life and does not understand that it is a breach of his/her right. The health condition of street children is generally poor. Few of the respondents were suffering from TB, malaria and fever.



A vast majority of street children have a survival instinct and tenacity that helps them to survive the day-to-day trials of street life. Most of the street children interviewed said that they would like to live in a secure place. They have ambitions to do something meaningful with their life. Almost all the respondents wanted to work and have a good and secure future. They were interested in getting trained in any vocation, which would help them to get a job.

The Government and lawmakers have to take serious note about the problems of street children. At present, the same law governs both the street children and juvenile delinquents. There should be a separate law for street children. Though the Government Hospitals offer free service, the street children do not have easy access to them. Hence, they should be provided with medical facilities where the child can have periodical check-ups and treatment.

Street children have to be guided and trained in such a way that they will be able to join the main stream. Otherwise, most of these children may become hard-core criminals.

8. Mr. A. Correa

Teaching Staff Nominee

9. Ms. K. Mody

10. Mr. D. D'Souza

Office Superintendent

Non-Teaching Staff Nominee

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8. Ms. A. Correa
9. Ms. K. Mody
10. Mr. D. D'Souza

Teaching Staff Nominees

Office Superintendent/  
Non-Teaching Staff Nominees



## APPENDIX 29

### LIST OF THE LOCAL MANAGING COMMITTEE

- |     |                        |   |  |
|-----|------------------------|---|--|
| 1.  | Msgr. Nereus Rodrigues | - | Chairman   |
| 2.  | Mr. A. D. Mascarenhas  | - | Principal/Secretary                                  |
| 3.  | Fr. Rodney Esperance   | } | Management Nominees                                  |
| 4.  | Mr. J.M. Alves         | } |  |
| 5.  | Mr. H. D'Silva         | } |  |
| 6.  | Mr. J. Reis            | } |  |
| 7.  | Ms. D. Gonsalves       | ] | Teaching Staff Nominees                              |
| 8.  | Ms. A. Correa          | ] |  |
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| 9.  | Ms. K. Mody            | ] |  |
| 10. | Mr. D. D'Souza         | - | Office Superintendent/<br>Non-Teaching Staff Nominee |



Mr. George - Dy. Secy  
Higher Education

as per Mr. M. A. (Bandar)  
Education Officer  
P. A. P. P. P.

File 243485

क्रमांक : एनजीसी-३५८२/७०३२/विशि-२.

21/6/72

शिक्षण व सेवायोजन विभाग,

मंत्रालय विस्तार भवन, मुंबई-४०० ०३२.

दिनांक : १३ जून १९८३.

प्रति,

कुलतयिव,

मुंबई विद्यापीठ, मुंबई,

पुणे विद्यापीठ, पुणे,

नागपूर विद्यापीठ, नागपूर,

अमरावती विद्यापीठ, अमरावती,

शिवाजी विद्यापीठ, कोल्हापूर,

मराठवाडा विद्यापीठ, औरंगाबाद,

एच. एन्. डी. टी. महिला विद्यापीठ, मुंबई.

विषय :- १९८३-८४ या शैक्षणिक वर्षापासून कला, वाणिज्य व विज्ञान विद्याशाखांची नवीन महाविद्यालये उघडण्यास परवानगी देण्याबाबत....;

महोदय,

१९८३-८४ या वर्षापासून नवीन महाविद्यालये उघडण्याकरिता शासनाने ३ विद्यापीठाकडून आलेल्या अर्जांचा विचार करून तोबतच्या यादीमध्ये दिलेल्या संस्था-कडून १९८३-८४ पासून नवीन महाविद्यालये उघडण्याकरिता आलेल्या अर्जांवर महाराष्ट्र विद्यापीठ अधिनियम, १९७४ च्या कलम ४३(४) व (५) अन्वये पुढील कार्यवाही करण्याची संबंधित विद्यापीठांना परवानगी देण्याचे शासनाने ठरविले आहे.

२. शासनाने संलग्नकरणाकरिता वर दिलेली परवानगी डी पुढील अटींवरच आहे :-

[१] शासनाकडून वर निर्देशित केलेल्या महाविद्यालयांना ३ वर्षेपर्यंत कुठलेही अनुदान देण्यात येणार नाही.

[२] ज्या विद्याशाखा उघडण्याची परवानगी देण्यात आलेली आहे. त्या प्रत्येक विद्याशाखेच्या त्रिवर्षीय पदवी परिक्षेच्या पहिल्या वर्षाच्या वर्गात कमीत कमी ४० विद्यार्थ्यांनी प्रवेश घेतला



[आदिवासी क्षेत्रातील महाविद्यालयांकरिता ही विद्यार्थी संख्या कमीत कमी ३० अशी आहे] तरच तो वर्ग १९८३-८४ पासून सुरु करावा तसेच १९८३-८४ या शैक्षणिक वर्षाच्या शेवटी होणा-या प्रथम वर्षाच्या विद्यापीठ परिक्षेत कमीत कमी ३० विद्यार्थी बसले पाहिजेत. [आदिवासी विभागातील महाविद्यालयात कमीत कमी २२].

३. १९८३-८४ हे शैक्षणिक वर्ष सुरु होण्याकरिता आता फारच थोडा अवधी असल्यामुळे विद्यापीठांना अशी विनंती करण्यात येत आहे की, विद्यापीठांच्या कुलगुरुंनी त्यांना असलेल्या कलम ११[४] मधील अधिकाराचा वापर करून ही महाविद्यालये १९८३-८४ पासून सुरु करण्यात परवानगी घ्यावी. त्यानंतर स्थानिक चौकशी, समिती, अॅकॅडमिक कौन्सिल, एड्युकेटिव्ह कौन्सिल व सिनेट यांचा अडवांल विद्यापीठाकडून शासनाकडे प्राप्त झाल्यावर कलम ४३[६] व [७] यानुसार अंतिम संलग्नकरणाचे आदेश काढण्यात शासनाची आडकाठी नसेल असे गृहित धरण्यात यावे.

४. विद्यापीठांना असेही कळविण्यात येत आहे की, संबंधित संस्थांना महाविद्यालये सुरु करण्याची परवानगी देताना त्या संस्थांना विद्यापीठांना असे निःसंदिग्धपणे कळावे की, प्रवेश सध्या तात्पुरत्या स्वस्मात देवून जर ४० विद्यार्थी प्रवेश घेतील तरच प्रत्यक्षात वर्ग सुरु करावेत. महाविद्यालयाला पुढे देण्यात येणारे संलग्नकरण ही अट पूर्ण करण्यावरच अवलंबून राहिल अन्यथा महाविद्यालयांना संबंधित विद्याशाखा बंद करावी लागेल. कलम ४३[६] व [७] नुसार संलग्नकरणाचा अंतिम प्रस्ताव शासनाकडे पाठविताना ही अट पूर्ण झाली किंवा नाही याबद्दल प्रस्तावामध्ये उल्लेख करावा अशी त्यांना विनंती करण्यात येत आहे. पत्राची प्रतिलिपी संबंधित व्यवस्थापनाकडे पाठविण्यात येत आहे.

आपला विश्वासू,

[ गो० भा० चोरे ]

अवर सचिव, महाराष्ट्र शासन.

प्रत, सर्व संस्थांचे व्यवस्थापन यांस पाठविण्यात येत आहे. संस्थांना महाविद्यालय उघडण्यात देण्यात येणारी परवानगी वरील परिच्छेद २ व ४ मधील अटीवरच देण्यात आलेली आहे.

प्रतिलिपी,

शिक्षण संचालक, महाराष्ट्र राज्य, पुणे

विभागीय प्रशासन अधिकारी [उच्च शिक्षण]

यांस पाठविण्यात येत आहे.



शासन पत्र, शिक्षण व सेवायोजन विभाग क्रमांक एनजीसी ३५८२/७०२२/  
विशेष, दिनांक १३ जून, १९८३ चे तहपत्र.

विवरण पत्र

१९८३-८४ या शिक्षण वर्षापासून नवीन महाविद्यालये उघडण्याकरिता तीन वर्षे  
विना अनुदान तत्वावर परवानगी देण्यात आलेल्या महाविद्यालयांची यादी:-

नवीन महाविद्यालय उघडण्याचे ठिकाण	विद्याशाखा	ज्या संस्थेस महाविद्यालय उघडण्याची परवानगी दिली आहे त्या संस्थेचे नाव
१.	२.	३.

मुंबई विद्यापीठ

१. भांडूप, मुंबई.	कला व विज्ञान	नॅशनल एज्युकेशन सोसायटी, भांडूप
२. मालाड, मुंबई [फक्त मुलींकरिता]	कला व वाणिज्य	राजस्थानी तमिलन, मालाड, मुंबई.
✓ ३. बांद्रा, मुंबई	कला, विज्ञान व वाणिज्य	सेंट अँड्रयुज सोसायटी, बांद्रा, मुंबई.
४. जुहु-विलेपार्ले, मुंबई	कला, विज्ञान व वाणिज्य	विलेपार्ले, केळवणी मंडळ, विलेपार्ले, मुंबई.
५. मुलुंड, मुंबई	कला व विज्ञान.	केळकर एज्युकेशन ट्रस्ट, मुलुंड, मुंबई.
६. कळवा, ठाणे	कला, वाणिज्य व विज्ञान	ज्ञान साधना, ठाणे.
७. रास्तायनी, जि. रायगड.	कला व विज्ञान	डेक्कन एज्युकेशन सोसायटी, पुणे.
८. रोहे, जि० रायगड	वाणिज्य	कोकण एज्युकेशन सोसायटी, अलिबाग.

पुणे विद्यापीठ

९. पुणे शहर	वाणिज्य	शिक्षण प्रसारक मंडळ, पुणे.
१०. धेरवडा, पुणे	कला, विज्ञान व वाणिज्य	पिपल्स एज्युकेशन सोसायटी, पुणे.



१.	२.	३.
११. पारंगतार, पुणे	कला, विज्ञान व वाणिज्य	रयत शिक्षण संस्था, ता. तारा.
१२. पुणे शहर	वाणिज्य	विद्याभवन हायस्कूल, शिवाजी नगर, पुणे.
१३. खडकी, पुणे	वाणिज्य	खडकी शिक्षण संस्था, खडकी, पुणे.
१४. पिंपरी-चिंचड जिल्हा पुणे	कला, विज्ञान व वाणिज्य	भारतीय हरिजन गिरीजन समाज, उन्नती मंडळ, भिंमंडी, जिल्हा ठाणे.
१५. लोणवळा जिल्हा पुणे.	कला व वाणिज्य	लोणवळा एज्युकेशन ट्रस्ट, लोणावळा, जिल्हा पुणे.
१६. पिंपळनेर जिल्हा धुळे	वाणिज्य व विज्ञान	पिंपळनेर एज्युकेशन सोसायटी पिंपळनेर, ता. ता. ता. ता. जिल्हा धुळे.

शिवाजी विद्यापीठ.

१७. तांगली, [रात्र महाविद्यालय]	कला व वाणिज्य	लठे एज्युकेशन सोसायटी, तांगली.
१८. मिरज [फक्त गुलीकरिता]	कला व वाणिज्य	विमन्स एज्युकेशन सोसायटी, तांगली.
१९. सरुड, जिल्हा कोल्हापूर	कला व वाणिज्य	कानताखोर शिक्षण प्रसारक मंडळ, सरुड.
२०. इचलकरंजी, जिल्हा कोल्हापूर	कला, विज्ञान व वाणिज्य	श्री. नारायणराव बाबासाहेब एज्युकेशन सोसायटी, इचलकरंजी, जिल्हा कोल्हापूर.

नागपूर विद्यापीठ

२१. नागपूर	कला व वाणिज्य	अमर सेवा मंडळ, नागपूर.
२२. अहेरी, जिल्हा चंद्रपूर	कला व वाणिज्य	सर्वोदय शिक्षण मंडळ, चंद्रपूर.



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१.	२.	३.
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२३. पदनी, जि. झारदा कला व वाणिज्य प्रवर्त्तेन शिक्षण तंस्था,  
नागपूर.

एस्. एस्. डी. टी. विद्यापीठ

२४. डोंबिवली, कला व वाणिज्य महाराष्ट्र शिक्षण प्रभारक  
जिल्हा ठाणे. मंडळ, डोंबिवली.  
२५. गोरगांव, मुंबई कला व वाणिज्य विजेक एज्युकेशन सोसायटी,  
गोरगांव, मुंबई.  
२६. धुळे कला व वाणिज्य पश्चिम खानदेश मंगिनी  
मंडळ, धुळे.

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१.	२.	३.
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२३. पदनी, जि. झारा कला व वाणिज्य प्रवर्तन शिक्षण संस्था,  
नागपूर.

एस्. एच्. डी. टी. विद्यापीठ

२४. डोंबिवली, कला व वाणिज्य महाराष्ट्र शिक्षण प्रसारक  
जिल्हा ठाणे. मंडळ, डोंबिवली.  
२५. गोरेगांव, मुंबई कला व वाणिज्य विशेष एज्युकेशन सोसायटी,  
गोरेगांव, मुंबई.  
२६. धुळे कला व वाणिज्य पश्चिम आनंदेश मंगिनी  
मंडळ, धुळे.



UNIVERSITY OF BOMBAY

No.Aff/Recog./ 5797 of 1983

Bombay 400 032,  
14 June, 1983.  
74)

The Trustee,  
St. Andrew's Society for Education  
and Research,  
St. Dominic Road, Bandra,  
Bombay 400 050.

Dear Sir,

As you are aware, your application for opening of a College of Arts, Science & Commerce at Bandra, Bombay, from the academic year 1983-84 was recommended to the Government of Maharashtra for its consideration and approval. I am writing this to inform you that the Under Secretary to the Government of Maharashtra, Education & Employment Department, has communicated to the University Government's approval for processing further your application in accordance with the provisions of Section 43(5) of the Bombay University Act, 1974, vide letter No.NGC 3582/7022/Vishi-2, dated 13th June, 1983, a copy of which has been endorsed to you. Government's approval is subject to the conditions mentioned in its letter.

2. I have to request you to let me know whether you propose to enrol students in the First Year class of the three year B.A./B.Sc./B.Com. degree course in the proposed college from the current academic year (1983-84). In case the college is proposed to be started, I have to inform you, by direction of the Vice-Chancellor, that pending local inquiries by a committee to be appointed by the Executive Council, you are permitted to open one division of each of F.Y.B.A./B.Sc./B.Com. class. In case there is need for the

...2/-

: 2 :

opening of additional division(s), permission may be granted by the University on receiving your application in that behalf.

3. Please let me have your reply by return of post.

Yours faithfully,

Y. S. Kulkarni  
Ag. REGISTRAR.

nmk/23683.



# University of Bombay



Copy of the proceedings in the matter of an application, dated 25th August, 1982, from the Trustees, St. Andrew's Society for Education and Research, Bandra, Bombay, for the affiliation of a ~~new~~ College of Arts, Science and Commerce, to be started by the Society at Bandra (West), Bombay, for the teaching of the courses of study leading to the examinations for the degrees of B.A., B.Sc. and B.Com.

-----

On receipt of the application the Vice-Chancellor appointed a local inquiry committee consisting of the following members to report thereon :-

Professor G.L. Abhyankar  
Professor M.V. Chandgadkar  
Principal S.M. Parekh.

The report of the local inquiry committee was considered by the Academic Council and the Executive Council at their meetings held on 17th February, 1984 and 25th February, 1984, respectively.

The resolution of the Academic Council and the report of the Executive Council are as follows :-

## Resolution of the Academic Council

It was resolved that it be recommended to the Executive Council that, in the opinion of the Council, the college of Arts, Science and Commerce, named as St Andrew's College of Arts, Science and Commerce, Bandra, (West), Bombay, started by the St. Andrew's Society for Education and Research, Bombay, at Bandra (West), be affiliated to the University for the teaching of the courses of study for the First Year Arts and the First Year B.Com. examinations, in the following subjects, for a period of one year with retrospective effect from 20th June, 1983 :-

(The subjects and the condition are the same as those mentioned in the above Senate resolution.)

Resolved further that it be recommended to the Executive Council that the college be permitted to have one division of the F.Y.B.A. class and one division of the F.Y.B.Com. class in 1983-84, any additional division being opened only with the prior approval of the University.

## Report of the Executive Council

The Executive Council, after considering the report of the local inquiry committee and the resolution of the Academic Council thereon, report to the Senate that it is of the opinion that the Arts, Science and Commerce College started by the St. Andrew's Society for Education and Research Bandra, Bombay, and named as St. Andrew's College of Arts, Science and Commerce, Bandra (West), Bombay, be affiliated to the University for the teaching of the courses of study for the First Year Arts and the First Year B.Com. examinations, in the following subjects, for a period of one year with retrospective effect from 20th June, 1983, subject to the fulfilment of the following condition to the satisfaction of the Executive Council :-

(The subjects and the condition are the same as those mentioned in the above Senate resolution.)



# University of Bombay



-: 2 :-

At their meeting held on 28th & 29th March, 1984, the Senate considered the above application together with the report of the local inquiry committee, the resolution of the Academic Council thereon and the report of the Executive Council in the matter.

Professor M.V. Chandgadkar moved, as recommended by the Executive Council, and Dr. F. Fernandes seconded -

"That the Senate approve of the report of the Executive Council in the matter of the affiliation of the Arts, Science and Commerce College started by the St. Andrew's Society for Education and Research, Bombay at Bandra (West), Bombay, and record their opinion that the St. Andrew's College of Arts, Science and Commerce, Bandra (West), Bombay, be affiliated to the University for the teaching of the courses of study for the First Year Arts and First Year B.Com. examinations, in the following subjects, for a period of one year with retrospective effect from 20th June, 1983 :-

## F.Y.B.A. Examination

- (1) Compulsory English and the following optional languages, namely, French and Hindi,
- (2) Foundation Course Paper I;
- (3) Following optional subjects viz. Economics, History, Psychology.

## F.Y.B.Com. Examination

- (1) Foundation Course Paper I
- (2) Business Communication
- (3) Business Economics including Economic Development Paper I
- (4) Commercial Geography
- (5) Mathematical & Statistical Techniques
- (6) Accounting and Financial Management Paper I

Compulsory papers

subject to the fulfilment of the following condition to the satisfaction of the Executive Council :-

That the college authorities have given an undertaking in writing—

1. that they will constitute a local managing committee as required by Section 43 (8)(b) of the Bombay University Act, 1974;
2. (a) that they will complete the construction work of the ground floor of the permanent building of the college by 20th June, 1984;
- (b) that they will intimate to the University by 31st March, 1984, their plans for the construction work of the remaining floor/floors of the college building mentioning the details of the accommodation proposed to be made available therein and likely date of completion;



# University of Bombay



-: 2 :-

At their meeting held on 28th & 29th March, 1984, the Senate considered the above application together with the report of the local inquiry committee, the resolution of the Academic Council thereon and the report of the Executive Council in the matter.

Professor M.V. Chandgadkar moved, as recommended by the Executive Council, and Dr. F. Fernandes seconded -

"That the Senate approve of the report of the Executive Council in the matter of the affiliation of the Arts, Science and Commerce College started by the St. Andrew's Society for Education and Research, Bombay at Bandra (West), Bombay, and record their opinion that the St. Andrew's College of Arts, Science and Commerce, Bandra (West), Bombay, be affiliated to the University for the teaching of the courses of study for the First Year Arts and First Year B.Com. examinations, in the following subjects, for a period of one year with retrospective effect from 20th June, 1983 :-

## F.Y.B.A. Examination

- (1) Compulsory English and the following optional languages, namely, French and Hindi,
- (2) Foundation Course Paper I;
- (3) Following optional subjects viz. Economics, History, Psychology.

## F.Y.B.Com. Examination

- |   |   |                   |
|---|---|-------------------|
| <ol style="list-style-type: none"><li>(1) Foundation Course Paper I</li><li>(2) Business Communication</li><li>(3) Business Economics including Economic Development Paper I</li><li>(4) Commercial Geography</li><li>(5) Mathematical &amp; Statistical Techniques</li><li>(6) Accounting and Financial Management Paper I</li></ol> | } | Compulsory papers |
|---|---|-------------------|

subject to the fulfilment of the following condition to the satisfaction of the Executive Council :-

That the college authorities have given an undertaking in writing—

1. that they will constitute a local managing committee as required by Section 43 (3)(b) of the Bombay University Act, 1974;
2. (a) that they will complete the construction work of the ground floor of the permanent building of the college by 20th June, 1984;
- (b) that they will intimate to the University by 31st March, 1984, their plans for the construction work of the remaining floor/floors of the college building mentioning the details of the accommodation proposed to be made available therein and likely date of completion;



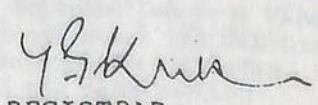
# University of Bombay



- 3 -

3. (a) that they will create and fill up the posts of the Principal and other lecturers by the appointment of persons with qualifications approved by the Executive Council and by following the proper selection procedure ;  
(b) that they will also appoint the requisite non-teaching staff;
4. (a) that they will make arrangement for a separate room for the college library and will incur an expenditure of Rs. 25,000/- on the purchases of books and journals for the college library during the year 1983-84;  
(b) that they will create and fill up the post of a librarian by the appointment of a person with qualifications and scale of pay as prescribed by the University ;
5. that they will deposit a sum of Rs. 1 lakh with the Official Trustee or other nominated Trustees of the Society, under a duly executed irrevocable trust deed, in equal instalments of Rs. 20,000/- each, the first of such instalment being deposited on or before 15th November, 1983, and subsequent instalments on or before 15th November of each of the subsequent years till the fund amounts to Rs. 1 lakh ;
6. that they will ensure that the quota reserved for Backward Classes for posts in teaching and non-teaching categories is filled up and submit a report to that effect to the University annually ;
7. that they will meet the deficit of the college, if any."

The motion was put to the vote and carried.

  
REGISTRAR,  
UNIVERSITY OF BOMBAY.



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Enclosure to item No.

REPORT OF THE LOCAL INQUIRY COMMITTEE

Pursuant to the Registrar's letter No. Aff/Recog./7383-85 and N/Aff/Recog./9738-40, dated 4th August and 3rd October, 1983, respectively, we formed ourselves into a committee to make a local inquiry and report on the application, No. 111, dated 25th August, 1982, from the Trustee, St. Andrew's Society for Education and Research, Bandra, Bombay, for the affiliation of a College of Arts, Science and Commerce, proposed to be started by the Society at Bandra (West), Bombay, from the academic year 1983-84. We visited the premises of the St. Andrew's Jr. College at St. Dominic Road, Bandra (West), Bombay, on 17th October, 1983, at 11 a.m. We were received by the Principal Msgr. Norous Rodrigues, who is also the Trustee of the Society. Some other members were also present.

We were shown round the existing premises where arrangements for the degree college class rooms have been made for the present and inspected the site for the proposed permanent building of the college. We were furnished with the information and relevant records that we required. We have to report as under.

PRELIMINARY

The authorities of the society had applied to the University in August, 1982, for permission to start the said three faculty college and the application was referred by the Executive Council of the University to a scrutiny committee. The recommendation of the Scrutiny committee, quoted below, was approved by the Council :-

"The application was considered and recommended previously. The society is in possession of land. The financial position of the society is good. The requirement of having a deposit of Rs. 5 lakhs is fulfilled. At present there is only one Science College between Matunga Road and Vile-Parle. The proposed college of Arts, Science and Commerce will ease the position of admission in the existing colleges in Bandra. Until the permanent building of the proposed college is constructed, the proposed college is to be housed in the building of St. Andrew's Junior College, which has, according to the application 33 class rooms besides rooms for laboratories and library. The school belongs to the same society. The application is, therefore, recommended again."

The St. Andrew's Society for Education and Research has been registered under the Bombay Public Trust, Act, 1950 (AC 29 of 1950), on 10th July, 1981. The Scrutiny Committee having gone through the basic requirement such as need for the college in this area, finances, etc. of the society etc. We have no comments to offer in this behalf.

Facilities considered for Affiliation

The college authorities having received the intimation of the Government's approval for starting the said college only a week before the commencement of the current academic year, it was obvious that the management had to make arrangements in great hurry to start the Arts and Commerce wings. In the absence of Laboratory arrangements, they could not start the Science faculty. We were told that the commencement of the Science faculty even in June 1984, would depend on how far they succeed in the construction programme of the college building. In the circumstances, we confined our inquiry to the Arts and Commerce courses only.



### PRESENT POSITION

i) Admissions :- The college authorities have at present one division of F.Y.B.A. and one division of F.Y.B.Com. with 83 and 110 students respectively. In 1984, they said they would be applying for 2 divisions each of F.Y.B.A. and F.Y.B.Com. The working hours are from 8.45 a.m. to 10.00 a.m.

ii) Accommodation :- The classes are being held in rooms which in respect of size and furniture are suitable for secondary school. The area of typical room is between 690 sq.ft. to 720 sq.ft.. The Principal agreed that this has to change and he must provide for class-rooms with the minimum area of 900 sq.ft.. We were shown the plans of the proposed college building. However, the No Objection Certificate from the Urban Land Ceiling authority and Cabinet Committee of the State Government for which, we were told, an application had already been made, is yet to be received. Hopefully, it may be received by the end of the calendar year, 1983. We however, have informed the Principal that at least the Ground Floor of the new building should be ready by 1984 June. The total cost of construction of the building which proposed includes the Assembly Hall and Chapel is estimated at Rs.15.80 crores inclusive of Furniture. We have now received a very brief tabular statement concerning the phases. We generally approve of the plan of the college building shown to us.

iii) Appointment of Staff :- All the staff appointments, numbering twelve, at the time of visit were on clock hour basis. The rate of remuneration paid was Rs.25/- per lecture. We informed the Principal that there should be at least one full-time teacher on the staff during this year to be in charge of the arrangements at the degree level and that he should preferably be appointed before the commencement of the second term. Although we have received tabulated information giving the names, qualifications, work-load and status of 8 teachers on the Arts side and 6 teachers on the Commerce side, we have informed the Principal to communicate the appointments of already teaching staff to the University in the prescribed form and obtain the approval before the end of January, 1984. M.S. Flavia Nazareth, lecturer in Communication Skills, has been given the full-time position according to the statement sent now. Even this statement is incomplete. It does not give the work-load per teacher. We have, however, explained to them the special requirements of the courses on the Commerce and Arts sides, especially in respect of Mathematical and Statistical Techniques, Foundation Course-I, and Commercial Geography. We have explained that tutorials in Business Communication and Mathematical & Statistical Techniques are obligatory.

The non-teaching staff consists of two persons, one administrator and one clerk. There is not separate office-room at the moment for the degree college wings.

iv) Library :- At present the library room is common to all students - Higher Secondary and degree. The librarian possesses the necessary qualifications. Rs.6,000/- have been spent so far on books. We were told that this amount would go up to Rs.10,000 by the end of the year. On the Arts side, the subject combinations offered are English literature, Sociology, Psychology and Economics - History - Psychology. In our opinion the papers offered on the Arts and Commerce side together will require an expenditure of Rs.20,000/- on books. The college has been subscribing to very few journals. Only one has Commerce significance.

The librarian has the necessary qualifications. However, the appointment has to be got approved by the University soon. The management should therefore report this appointment to the University for approval in the prescribed form.



v) Reserve Fund :- We recommend that the Society should create a Reserve Fund by depositing a sum of Rs.1 lakh with the Official Trustees or other nominated trustees, under a duly executed irrevocable trust deed, in the manner suggested below :-

First instalment of Rs.20,000/- on or before 15th Nov., 1983;  
Second instalment of Rs.20,000/- on or before 15th Nov., 1984;  
Third instalment of Rs.20,000/- on or before 15th Nov., 1985;  
Fourth instalment of Rs.20,000/- on or before 15th Nov., 1986;  
Fifth (Final) instalment of Rs.20,000/- on or before 15th Nov., 1987.

A specimen form of the said trust deed is available with the University and the management should call for it and do the needful soon after the first instalment is deposited.

vi) Local Managing Committee :- We have been assured that a Local Managing Committee would be constituted as per Section 43 (3) (b) of the Bombay University Act, 1974, in the beginning of July, 1984, and that the requirements about meeting and minutes etc. would also be fulfilled to the satisfaction of the Executive Council.

vii) Term-end examinations :- The matter regarding the holding of 2 term end examinations at the college and keeping separate accounts of examination fees collected and expenditure was explained by us to the Principal.

#### GENERAL

The Society should make provision for an Assembly Hall and a separate canteen for the college when they consider the construction of the permanent building of the college. Provision for suitable residential quarters for the Principal in the college building or separately on the college campus should also be made in planning the college building and its campus. Until, then the Principal should be provided suitable residential accommodation near the college or he be paid House Rent Allowance in lieu of residential quarters. Provision for hostel accommodation for a few students will have to be made in course of time. Provision should be made for Provident Fund for the teaching and non-teaching staff of the college and this fund be maintained as per the requirement of the University in this behalf. Provision for some freeships, scholarships, sports facilities, indoor games, students Aid Fund will also have to be made.

Name and Address of the college :- The proposed college is to be named as St. Andrew's College of Arts, Science & Commerce. The postal address of the college is as follows :-

St. Dominio Road,  
Bandra (West), Bombay-400 050.

Fees :- The management has been advised to charge tuition and other fees as prescribed by the University from time to time.

Deficits :- The Government has accorded permission for starting this college on a no-grant basis for a period of three years. The society will, therefore, have to bear the deficits, if any, in running the college not only till then but afterwards also.



We recommend that the college of Arts, Science and Commerce started by the St. Andrew's Society, Bombay and named as St. Andrew's College of Arts, Science and Commerce (St. Dominic Road, Bandra (West), Bombay-400 050), be granted affiliation for teaching the courses of study mentioned below for teaching the courses of study mentioned below for a period of one year with retrospective effect from 20th June, 1983 :-

F.Y.B.A. Examination

Compulsory English and Following optional languages :-

*French*  
English and Hindi

Foundation Course Paper I;

The following optional subjects viz., Economics, History and Psychology;

F.Y.B.Com. Examination

Foundation Course Paper I

Business Communication

Business Economics including

Economic Development Paper I;

Commercial Geography

Mathematical and Statistical Techniques

Compulsory papers.

Accounting and Financial Management Paper I;

subject to the fulfilment of the following condition to the satisfaction of the Executive Council.

That the college authorities have given an undertaking in writing :-

- 1) that they will constitute a local managing committee as required by Section 43 (3) (b) of the Bombay University Act, 1974;
- 2(a) that they will complete the construction work of the ground floor of the permanent building of the college by 20th June, 1984;
- (b) that they will intimate to the University by the end of March, 1984, their plans for the construction work of the remaining floor/floors of the college building mentioning the details of the accommodation proposed to be made available therein and likely date of completion;
- 3(a) that they will create and fill up the posts of the Principal and other lecturers by the appointment of persons with qualifications approved by the Executive Council and by following the proper selection procedure;
- (b) that they will also appoint the requisite non-teaching staff;
- 4(a) that they will immediately make arrangement for a separate room for the college library and will incur an expenditure of Rs.25,000/- on the purchases of books and journals for the college library during the year 1983-84;
- (b) that they will create and fill up the post of a librarian by the appointment of a person with qualifications and scale of pay as prescribed by the University;



5. that they will deposit a sum of Rs.1 lakh with the Official Trustees or other nominated Trustees of the Society, under a duly executed irrevocable trust deed, in equal instalments of Rs.20,000/- each, the first of such instalment being deposited on or before 15th November, 1983, and subsequent instalments on or before 15th November, of each of the subsequent years till the fund amounts to Rs.1 lakh;
6. that they will ensure that the quota reserved for Backward class for posts in teaching and non-teaching categories is filled up and will submit a report to that effect to the University annually;
7. that they will meet the deficit of the college, if any.

We further recommend that the college be permitted to have one division of the F.Y.B.A. class and one division of the F.Y.B.Com. class in 1983-84, any additional division being opened only with the prior approval of the University.

Bombay,  
29th December, 1983.

Sd/- M.V. Chandgadkar

Sd/- G.L. Abhyankar

Sd/- S.M. Parekh.

vrp/- 25.2.84.

## ANNEXURE

Full name of the college applying for affiliation	Location of the Institution	Courses for which affiliation is sought	Were the courses affiliated previously? If so, when does the affiliation expire	Recommendation of the Ex-Council with conditions	Recommendation of the Senate/Ex-Council with conditions prescribed	Remarks, if any
St. Andrew's College of Arts, Science & Commerce.	St. Dominic Road, Bandra (West), Bombay-400 050.	<p>Affiliation of the college for the teaching of the courses of study for the First Year Arts and First Year B.Com. examinations in the following subjects :-</p> <p>F.Y.B.A. Examination</p> <ol style="list-style-type: none"> <li>(1) Compulsory English and the following optional languages, namely, French and Hindi,</li> <li>(2) Foundation Course Paper I;</li> <li>(3) Following optional subjects viz. Economics, History, Psychology.</li> </ol> <p>F.Y.B.Com. Examination</p> <ol style="list-style-type: none"> <li>(1) Foundation Course Paper I</li> <li>(2) Business Communication</li> <li>(3) Business Economics including Economic Development Paper I</li> <li>(4) Commercial Geography</li> <li>(5) Mathematical &amp; Statistical Techniques</li> <li>(6) Accounting and Financial Management Paper I</li> </ol> <p style="text-align: right;">Compulsory papers</p>	No.	Please refer to the accompanying copy of the proceedings of the Academic Council, the Executive Council and the Senate relating to the application.		

vrip/- 10.9.84.



UNIVERSITY OF BOMBAY

No.Aff/Recog./ 5757 of 1983

Bombay 400 032,  
14 June, 1983.

The Trustee,  
St. Andrew's Society for Education  
and Research,  
St. Dominic Road, Bandra,  
Bombay 400 050.

Dear Sir,

As you are aware, your application for opening of a College of Arts, Science & Commerce at Bandra, Bombay, from the academic year 1983-84 was recommended to the Government of Maharashtra for its consideration and approval. I am writing this to inform you that the Under Secretary to the Government of Maharashtra, Education & Employment Department, has communicated to the University Government's approval for processing further your application in accordance with the provisions of Section 43(5) of the Bombay University Act, 1974, vide letter No.NGC 3582/7022/Vishi-2, dated 13th June, 1983, a copy of which has been endorsed to you. Government's approval is subject to the conditions mentioned in its letter.

2. I have to request you to let me know whether you propose to enrol students in the First Year class of the three year B.A./B.Sc./B.Com. degree course in the proposed college from the current academic year (1983-84). In case the college is proposed to be started, I have to inform you, by direction of the Vice-Chancellor, that pending local inquiries by a committee to be appointed by the Executive Council, you are permitted to open one division of each of F.Y.B.A./B.Sc./B.Com. class. In case there is need for the

...2/-

: 2 :

opening of additional division(s), permission may be granted by the University on receiving your application in that behalf.

3. Please let me have your reply by return of post.

Yours faithfully,

Y. S. Kulkarni  
Ag. REGISTRAR.

nmk/23683.



GOVERNMENT OF MAHARASHTRA  
UNIVERSITY OF BOMBAY



Compendium  
of  
the relevant provisions of the  
Bombay University Act, 1974,  
Statutes, Ordinances, Regulations, Rules,  
and Circulars for use of the  
affiliated colleges of Arts, Science,  
Commerce, Education, Law and Social Work.

[Price: Rs. 11.50]

Printed in India by the Manager, Government Central Press, Bombay and  
published by the Director, Government Printing, Stationery and  
Publications, Maharashtra State, Bombay 400 004.



Maharashtra Act No. XXXV of 1994

# The Maharashtra Universities Act, 1994

GOVERNMENT OF MAHARASHTRA  
LAW AND JUDICIARY DEPARTMENT

महाराष्ट्र





APPENDIX 30B.

URGENT/BY HAND

UNIVERSITY OF BOMBAY.

No.Aff/Recog/ 3950 of 1986.

Bombay - 400 032,

4th April, 1986.


The Principal,  
St. Andrew's College of Arts,  
Science and Commerce,  
St. Dominic Road, Bandra (West),  
Bombay - 400 050

Dear Sir,

I write to inform you that your college has been granted minority status on the basis of that the said institution is being Managed by St. Andrew's Society

The University Grants Commission has requested this office to supply information as regards the percentage of students on the roll of your college belonging to Christian community This information is required by the Government of India in connection with a Parliament Question and the same may be sent to this office immediately.

Yours faithfully,

  
REGISTRAR.

APPENDIX 30B.

URGENT/BY HAND

UNIVERSITY OF BOMBAY.

No. Aff/Recog/ 3950 of 1986.

Bombay - 400 032,

4th April, 1986.


The Principal,  
St. Andrew's College of Arts,  
Science and Commerce,  
St. Dominic Road, Bandra (West),  
Bombay - 400 050

Dear Sir,

I write to inform you that your college has been granted minority status on the basis of that the said institution is being Managed by St. Andrew's Society

The University Grants Commission has requested this office to supply information as regards the percentage of students on the roll of your college belonging to Christian community. This information is required by the Government of India in connection with a Parliament Question and the same may be sent to this office immediately.

Yours faithfully,

  
REGISTRAR.



## APPENDIX 31

### LIST OF THE TRUSTEES ST. ANDREW'S SOCIETY FOR EDUCATION AND RESEARCH

- |    |                         |   |                  |
|----|-------------------------|---|------------------|
| 1. | Cardinal Ivan Dias      | - | Chairman         |
| 2. | Msgr. Nereus Rodrigues- |   | Managing Trustee |
| 3. | Fr. Peter Drego         | ] |                  |
| 4. | Mr. J. M. Alves         | ] | - Members        |
| 5. | Mr. Res Pinto           | ] |                  |

## APPENDIX 32

### **ACADEMIC CALENDAR 2001-2002**

Date	
<b>June 2001</b>	
11.06.01	College Re-opens for the academic year 2001-2002 Staff Meeting – 10.00 a.m. Display of Roll Nos. and Time Table
12.06.01	Regular lectures begin
16.06.01	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting at 11.15 a.m.
20.06.01	Display of list of Professors-in-Charge of divisions
<b>July 2001</b>	
02.07.01	Display of list of Committees
06.07.01	Staff /Heads of Departments Meeting at 11.15 a.m.
13.07.01	B.M.S., B.M.M., B.Sc. (IT) Co-ordinators Meeting at 11.15 a.m.
16.07.01	Inter-Class Sports Competitions begin
28.07.01	Inter-Class Elocution
<b>August 2001</b>	
03.08.01	Staff/Heads of Departments Meeting at 11.15 a.m.
10.08.01	B.M.S., B.M.M., B.Sc. (IT) Co-ordinators Meeting
12.08.01	Formation of Students' Council and meeting
14.08.01	Annual Western Music Talent Contest
15.08.01	Independence Day – Flag Hoisting 9.00 a.m.
<b>September 2001</b>	
01.09.01	Staff/Heads of Departments Meeting at 11.15 a.m.
03.09.01	Principal's visit to each class begins
04.09.01	IN-TUNE - Andean Music Fest
08.09.01	B.M.S., B.M.M., B.Sc. (IT) Co-ordinators Meeting at 11.15 a.m.
10.09.01	Annual Quiz Competition
11.09.01	OLIO – Inter-Collegiate Dramatics Competition
27.09.01	Inter-Faculty Debate
<b>October 2001</b>	
03.10.01	1 <sup>st</sup> Term Examinations for B.A., B.Com. begin
06.10.01	Staff/Heads of Departments Meeting at 11.15 a.m.
10.10.01	B.M.S., B.M.M. I & III Semester Examinations begin
13.10.01	L.M.C. Meeting
27.10.01	Term-end Staff Meeting at 10.00 a.m.- Last Day of the 1 <sup>st</sup> Term
29.10.01	Diwali Vacation begins
<b>November 2001</b>	
26.11.01	College Re-opens - Regular Lectures begin
27.11.01	1 <sup>st</sup> Term Results
28.11.01	Student Council Meeting
29.11.01	B.M.S., B.M.M. I & III Semester Results



30.11.01	St. Andrew's Feast
<b>December 2001</b>	
01.12.01	Staff/Heads of Departments Meeting Basketball Inter-Class Tournament begins
03.12.01	Principal's visit to each class begins
10.12.01	B.M.S. – Reve (2001-2002)
13.12.01	Andean Cultural Festival
15.12.01	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting
18.12.01	Inter-Collegiate Elocution
22.12.01	Annual Sports Day
26.12.01	Winter/Christmas Break begins
<b>January 2002</b>	
02.01.02	College Re-opens - Regular Lectures begin
05.01.02	Staff/Heads of Departments Meeting at 11.15 a.m.
12.01.02	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting at 11.15 a.m.
22.01.02	Inter-Collegiate Quiz
25.01.02	Annual Prize Distribution Day
26.01.02	Republic Day – Flag Hoisting 9.00 a.m.
<b>February 2002</b>	
02.02.02	Staff/Head of Department Meeting at 11.15 a.m.
09.02.02	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting at 11.15 a.m.
27.02.02	T.Y.B.A./B.Com. Prelim. Examinations begin
<b>March 2002</b>	
02.03.02	Staff/Heads of Departments Meeting
09.03.02	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting T.Y.B.A./ B.Com. Prelim. Examinations Results
11.03.02	F.Y./ S.Y.B.A. & B.Com. Examinations begin
23.03.02	L.M.C. Meeting
<b>April 2002</b>	
01.04.02	B.M.S. Semester – II & IV Semester Examinations begin
10.04.02	B.M.M. – II & IV Semester & B.Sc.(IT) II Semester Examinations
20.04.02	F.Y.B.A./B.Com. Results
23.04.02	S.Y.B.A./B.Com. Results
24.04.02	S.Y.B.A./B.Com. Admissions
30.04.02	Staff Meeting 10.00 a.m. - Last Working Day
<b>May 2002</b>	
02.05.02	Summer Vacation begins T.Y.B.A. Admissions
03.05.02	T.Y.B.Com. Admissions
15.05.02	B.M.S. II & IV Semesters Results
18.05.02	B.M.S. III & V Semesters Admissions
20.05.02	B.M.M. II & IV Semesters & B.Sc.(IT) Semester II Results
22.05.02	B.M.M. III & V Semesters Admissions
24.05.02	B.Sc.(IT) III Semesters Admissions

All Public Holidays are observed by the College



## ACADEMIC CALENDAR 2002-2003

Date	
<b>June 2002</b>	
13.06.02	College re-opens for the academic year 2002-2003 Staff Meeting – 9.00 a.m. Display of Roll Nos. & Time Table
14.06.02	Regular lectures start
<b>July 2002</b>	
01.07.02	Display of list of Professors-in-Charge of divisions Formation of various Committees
06.07.02	Staff/Heads of Departments Meeting – 11.15a.m.
13.07.02	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting Formation of Students' Council and meeting
15.07.02	Inter-Class – Sports Competitions begin
30.07.02	Inter-Class Elocution
<b>August 2002</b>	
03.08.02	Staff/Heads of Departments Meeting – 11.15 a.m.
06.08.02	Annual Western Music Talent Contest
10.08.02	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting
15.08.02	Independence Day – Flag Hoisting 9.00 a.m.
16.08.02	Principal's visit to each class begins
<b>September 2002</b>	
03.09.02	IN – TUNE - Andrean Music Fest
07.09.02	Staff/Heads of Departments Meeting – 11.15 a.m.
09.09.02	Inter-Faculty Debate
12.09.02	OLIO – Inter-Collegiate Dramatics Competition
14.09.02	B.M.S., B.M.M., B.Sc. (IT) Co-ordinators Meeting
24.09.02	First Term/Semester Examinations begin
26-09-02	Centralized Assessment begins
<b>October 2002</b>	
01.10.02	B.M.S., B.M.M. Semester V Prelim. Examinations begin
11.10.02	B.M.S., B.M.M. & B.Sc.(IT) Semester I & III Examinations begin
12.10.02	L.M.C. Meeting
19.10.02	Term-end Staff Meeting at 10.00 a.m.- Last Day of the 1 <sup>st</sup> Term
21.10.02	Diwali Vacation begins
<b>November 2002</b>	
11.11.02	College Re-opens for II Term - Regular Lectures Begin Staff/Heads of Departments Meeting – 11.15 a.m.
16.11.02	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting
18.11.02	1 <sup>st</sup> Term/Semester Results
21.11.02	Students Council Meeting
23.11.02	B.M.S. – Reve (2002-2003)
25.11.02	Basketball Inter-Class Tournament



30.11.02	St. Andrew's Feast.
<b>December 2002</b>	
02.12.02	B.M.S., B.M.M. & B.Sc.(IT) - I & III Semester Results
03.12.02	Principal's visit to each class begins
04.12.02	Annual Quiz Competition
07.12.02	Staff/Heads of Departments Meeting – 11.15 a.m.
13.12.02	Andrean Cultural Festival
23.12.02	Annual Sports Day
28.12.02	Winter/Christmas Break begins
<b>January 2003</b>	
02.01.03	College Re-opens – Regular Lectures begin
04.01.03	Staff/Heads of Departments Meeting – 11.15 a.m.
11.01.03	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting – 11.15 a.m.
15.01.03	Inter-Collegiate Debate
25.01.03	Annual Prize Distribution Day
26.01.03	Republic Day – Flag Hoisting 9.00 a.m.
28.01.03	Inter-Collegiate Quiz
<b>February 2003</b>	
01.02.03	Staff/Heads of Departments Meeting – 11.15 a.m.
08.02.03	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting – 11.15 a.m.
24.02.03	T.Y.B.A./B.Com. Prelim. Examinations begin
<b>March 2003</b>	
03.03.03	F.Y./S.Y.B.A., B.Com. Examinations begin
05.03.03	Centralized Assessment begins
22.03.03	L.M.C. Meeting
25.03.03	B.M.M. Semester II & IV Examinations begins
<b>April 2003</b>	
01.04.03	B.M.S. Semester II & IV Examinations begin
17.04.03	S.Y.B.A./B.Com. Results
21.04.03	T.Y.B.A. Admissions
22.04.03	T.Y.B.Com. Admissions
24.04.03	F.Y.B.A./B.Com. Results
28.04.03	S.Y.B.A. Admissions
29.04.03	S.Y.B.Com Admissions
30.04.03	Last Working Day – Term-end Staff Meeting -10.00 a.m.
<b>May 2003</b>	
02.05.03	Summer Vacation begins
17.05.03	B.M.M. Semester II & IV Results
19.05.03	B.M.M. Semester III & V Admissions
26.05.02	B.M.S. Semester II & IV Results
28.05.03	B.M.S. Semester III & V Admissions

All Public Holidays are observed by the College.



## ACADEMIC CALENDAR

2003-2004

Date	
<b>June 2003</b>	
09.06.03	College Re-opens for the Academic Year 2003-2004 Staff Meeting – 9.00 a.m. Display of Roll Nos. and Time Table
10.06.03	Regular lectures start
<b>July 2003</b>	
01.07.03	Display of list of Professors-in-Charge of divisions Display of list of various Committees
05.07.03	Staff/Heads of Departments Meeting – 11.15 a.m.
12.07.03	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting – 11.15 a.m.
28.07.03	Inter-Class Sports Competitions begin
<b>August 2003</b>	
05.08.03	Annual Western Music Talent Contest
09.08.03	Formation of Students Council and meeting Staff/Heads of Departments Meeting – 11.15 a.m.
15.08.03	Independence Day – Flag Hoisting 9.00 a.m.
16.08.03	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting – 11.15 a.m.
18.08.03	Principal's visit to each class begins
<b>September 2003</b>	
02.09.03	Inter-Class Elocution Competition
03.09.03	In-Tune – Andrean Music Fest
06.09.03	Staff/Heads of Departments Meeting – 11.15a.m.
11.09.03	OLIO – Inter Collegiate Dramatics Competition
13.09.03	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting – 11.15 a.m.
20.09.03	Annual Quiz Competition
22.09.03	First Semester Examinations for S.Y.B.A./B.Com. begin First Term. Examinations for T.Y.B.A./B.Com. begin
23.09.03	Centralised Assessement begins – S.Y.B.A./B.Com. papers
30.09.03	First Semester Examinations for F.Y.B.A./B.Com. begin
<b>October 2003</b>	
01.10.03	Centralised Assessment begins – F.Y.B.A./B.Com. papers 1 <sup>st</sup> Semester Examinations – B.M.S., B.M.M., B.Sc.(IT)
10.10.03	Term-end Staff Meeting at 10.00 a.m.- Last Day of the 1 <sup>st</sup> Term
11.10.03	Local Management Committee Meeting Diwali Vacation begins
<b>November 2003</b>	
07.11.03	College Re-opens for 2 <sup>nd</sup> Term Staff/Heads of Departments Meeting – 11.15a.m.
08.11.03	Moderation of F.Y./S.Y.B.A., B.Com. Examination Papers



10.11.03	F.Y.B.M.S., B.M.M., B.Sc.(IT) First Semester Examinations begin
19.11.03	Students Council Meeting
24.11.03	Declaration of 1 <sup>st</sup> Term/Semester Results
24.11.03	Distribution of 1 <sup>st</sup> Term Answer books of T.Y.B.A./B.Com Inter-Class Basketball Tournament Begins
29.11.03	St. Andrew's Feast
<b>December 2003</b>	
03.12.03	Principal's visit to each class begins
06.12.03	Staff/Heads of Departments Meeting – 11.15 a.m.
10.12.03	Inter-Faculty Debate
12.12.02	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting
15.12.03	St. Andrew's Hockey Challenge Cup Tournament
20-12.03	Andrean Cultural Festival
23.12.03	Annual Sports Day
25.12.03	Winter /Christmas Break begins
<b>January 2004</b>	
02.01.04	College Re-opens – Regular lectures begin
03.01.04	Staff/Heads of Departments Meeting – 11.15 a.m.
10.01.04	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting
12-01-04	Inter-Collegiate Debate competition
24.01.04	Annual Prize Distribution Day
26.01.04	Republic Day – Flag Hoisting 9.00 a.m.
<b>February 2004</b>	
02.02.04	Staff/Heads of Departments Meeting – 11.15 a.m.
07.02.04	T.Y.B.A./B.Com Prelim. Examinations begin
14.02.04	B.M.S., B.M.M., B.Sc.(IT) Co-ordinators Meeting
21.02.04	Staff/Heads of Departments Meeting – 11.30 a.m. - Prelim results
23.02.04	Declaration of T.Y.B.A./T.Y.B.Com. Prelim. Results
<b>March 2004</b>	
01.03.04	Staff/Heads of Departments Meeting – 11.15 a.m.
02.03.04	S.Y.B.A./B.Com. Examination begins
04.03.04	Centralized Assessment begins – S.Y.B.A./B.Com.
08.03.04	F.Y.B.A./B.Com. Examination begins
10.03.04	Centralised Assessment begins – F.Y.B.A./B.Com.
30.03.04	Moderation of F.Y.B.A./B.Com. & S.Y.B.A./B.Com. Papers
<b>April 2004</b>	
06.04.04	Staff/Heads of Departments Meeting – 11.15 a.m.
10.04.04	B.M.S./B.M.M./B.Sc.(IT) Semester IV Examinations begin
15.04.04	S.Y.B.A./B.Com. Results
20.04.04	F.Y.B.A./B.Com. Results
21.04.04	T.Y.B.A./B.Com. Admission
24.04.04	L.M.C. meeting
26.04.04	S.Y.B.A./B.Com Admission



APPENDIX 33



UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110 002.

F. 8-247/2003(CPP-I)

September, 2003

The Registrar,  
University of Mumbai,  
Mumbai-400 032.

30 SEP 2003

**Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-  
Inclusion of New College.**

Sir,

I am directed to refer to your letter No. Aff/Recog/826 of 2001 dated 15-02-2001 on the subject cited above and to say that the name of the following College has been included in the above list under Non-Government College(s) teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
St. Andrew's College of Arts, Science and Commerce, Bandra (W), <u>Mumbai-400 050.</u>	1983	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12-B of the U.G.C Act, 1956.

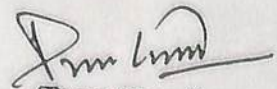
The Indemnity Bond and other documents in respect of the above Colleges have been accepted by the Commission.

Yours faithfully,

(Urmil Gulati)  
Under Secretary

Copy to:-

1. The Principal, St. Andrew's College of Arts, Science and Commerce, Bandra (W), Mumbai-400 050.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. Joint Secretary, UGC, Western Regional Office, Ganeshkhind, Poona University Campus, Pune (M.S.).
4. Section Officer, FD-III Section, UGC, New Delhi.
5. All Sections, UGC, New Delhi.
6. Guard file.

  
(Prem Chand)  
Section Officer



28.04.04	B.M.M./B.M.S./B.Sc.(IT)/ F.Y.B.Com. (A & F) - Semester II & IV Results
29.04.04	Admission to B.M.S./B.M.M./ B.Sc.(IT)/F.Y.B.Com. (A & F) – Semesters III & V
30.04.04	Last Working Day – Term-end Staff Meeting -10.00 a.m.
<b>May 2004</b>	
01.05.04	Summer Vacation Begins

All Public Holidays are observed by the College

Name of the College	Year of Establishment	Remarks
St. Andrew's College of Arts, Science and Commerce, Beed (W). Mumbai-400 002.	1973	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12-B of the U.G.A. Act, 1954.



UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110 002.

F. 8-247/2003(CPP-I)

September, 2003

The Registrar,  
University of Mumbai,  
Mumbai-400 032.

30 SEP 2003

**Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-  
Inclusion of New College.**

Sir,

I am directed to refer to your letter No. Aff/Recog/826 of 2001 dated 15-02-2001 on the subject cited above and to say that the name of the following College has been included in the above list under Non-Government College(s) teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
St. Andrew's College of Arts, Science and Commerce, Bandra (W), <u>Mumbai-400 050.</u>	1983	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12-B of the U.G.C Act, 1956.

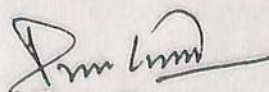
The Indemnity Bond and other documents in respect of the above Colleges have been accepted by the Commission.

Yours faithfully,

(Urmil Gulati)  
Under Secretary

Copy to:-

1. The Principal, St. Andrew's College of Arts, Science and Commerce, Bandra (W), Mumbai-400 050.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. Joint Secretary, UGC, Western Regional Office, Ganeshkhind, Poona University Campus, Pune (M.S).
4. Section Officer, FD-III Section, UGC, New Delhi.
5. All Sections, UGC, New Delhi.
6. Guard file.

  
(Prem Chand)  
Section Officer



Mr P.D.  
18/11/03



APPENDIX 34

## ALL INDIA ASSOCIATION FOR CHRISTIAN HIGHER EDUCATION

Ecumenical House, 39 Institutional Area, D-Block, Janakpuri, New Delhi - 110 058

Phones: 91-11-25506190/91-11-25622752 Fax No. 91-11-25555033

E-mail: aiache@nda.vsnl.net.in manijacobche@hotmail.com Website: www.aiache.org

General Secretary

Dr. Mani Jacob

Ref : F-4/PSJ/2003

12<sup>th</sup> November, 2003

Prof. A.D. Mascarenhas  
Principal  
St. Andrew's College of  
Arts, Science & Commerce  
St. Dominic Road  
Bandra, Mumbai - 400 050

Dear Prof. Mascarenhas,

We are happy to inform you that the Executive Board of AIACHE has conferred on your college (jointly with Patna Women's College, Patna) the **Dr. P.S. Job Memorial Award For Innovative Educational Programme For The Year 2003-2004**. This is certainly a recognition of the services you and your colleagues at your college for many years. Hearty congratulations.

This Award includes the cash award of Rs. 2500/- each and a citation, which will be sent to you very soon.

With kind regards,

Yours sincerely,

Dr. Mani Jacob  
General Secretary

MJ/sm



## APPENDIX 35A

### ANNUAL REPORT – 2001-2002

It is my pleasure to present the Annual Report for the academic year 2001-2002 comprising the following:

The total *strength* of the College was 1983 students in the Degree College inclusive of students in the B.M.S., B.M.M. and B.Sc. (I.T.). The latter is the latest addition to the curriculum at St. Andrew's College.

In *academics*, our T.Y.B.A. students have done us proud by securing a cent percent result as against Mumbai University's 87.65%. The student who secured the highest marks in the College is Miss Nazia Khan, who secured 70.17% with Sociology-Psychology as her subject combination.

Our T.Y.B.Com. students secured a 94.12% result as against the University's 65.47%. Miss Fiona M. D'Souza stood first in college with a percentage of 77.14%.

The various department associations in the Arts and Commerce faculties, as well as the B.M.S., B.M.M. and B.Sc. (I.T.) faculties organized several co-curricular activities including guest lectures, project presentations, seminars and industrial visits.

Besides the departmental activities amongst the other co-curricular activities, we have the ongoing *Value Education* and the *Andrean Excellence Programme*. The Value Education Programme introduced a new syllabus at the second year level, which stresses the development of leadership skills. The Andrean Excellence Programme also took advantage of the activities conducted by various departments.

An important part of the Andrean co-curricular activity bouquet is the N.S.S. unit. Students who enrolled for N.S.S. worked with the St. Catherine of Sienna School, the Cheshire Home and the Sr. Agnes Project for Street School; besides participating in all the activities offered by the N.S.S. unit of the University of Mumbai. The N.S.S. unit of St. Andrew's College also formed a College Cleanliness Squad and co-operated with AGNI, an NGO to promote awareness among voters to register themselves on voting lists.

An inspection of the Andrean Calendar reveals a large variety of *Extra-Curricular Activities*. The College organized literary and other cultural activities including debates, quizzes, elocution, poetry and essay writing competitions and music talent contests.

We also organize a number of Inter-Collegiate Competitions and send our students to participate in competitions organized by other colleges.



The Annual Intercollegiate Western Music Talent contest entered its fifth year and was re-christened *In-Tune - The Andrean Music Fest*. It widened its scope to include Indian Music categories besides increasing the number of Western Music Categories.

The Dramatics Association also organized Theatre Workshops by Mr. Karl Mendes and introduced OLIO-an Intercollegiate Dramatics Festival.

St. Andrew's College also organized *Intercollegiate Elocution, Debating and Quiz Competitions*.

Our students have participated in and won prizes in various events, including singing, elocution, dramatics and fine arts at several college festivals, such as Malhar, Mood Indigo, Kiran, Umang, Kaleidoscope, Jashin-e-Rizvi and the University competitions.

Alfred Lee, S.Y.B.A. and Gerard Martins together won the prestigious *Brabourne Trophy* at an Inter-Collegiate Debating Competitions. Alfred Lee was judged the Best Speaker.

Our Students' Council also contributed to enlivening the college atmosphere by organizing several programmes including the *Andrean Cultural Fete*, several special days as well as the Farewell programme for the class of 2002.

Sports activities at the college level started with the customary inter-class competitions in carom and chess followed by football, basketball, etc.

The *Annual Sports Day* was held in December, as also the Intercollegiate *St. Andrew's Hockey Challenge Cup*.

In *Athletics*, Farhan Khan, S.Y.B.A. won three gold medals at various competitions.

In *Basketball*, our Boys team finished second in the Mumbai University Tournament. Three students were selected for the Mumbai University team to play at the Inter University Tournament and at the All India level.

In *Football*, Jairzinho Sieiro S.Y.B.Com. was selected to represent Maharashtra as part of the Maharashtra U-19 Team.

Miss Rachel Mathias, F.Y.B.Com. and Miss Jennifer D'Abreo, F.Y.B.Com. were selected to represent Maharashtra at the Junior Nationals Women's Football Tournament at Goa.

In *Hockey*, Miss Jennifer D'Abreo F.Y.B.Com. and Miss Meredith Gracious S.Y.B.A. were selected for the Mumbai University team to play at the level of the Inter-University and All India Tournament at Tirupati.

From the Boy's Team Anthony D'Souza, S.Y.B.Com. and Shelton Carvalho, S.Y.B.Com. were selected to represent Mumbai University at the All India level at Gwalior.

Last, but not the least, our College Teaching Staff has also been very active, attending Orientation and Refresher courses, seminars, workshops, besides writing and publishing articles.

It is obvious that all of the above would not be possible but for the cooperation and efforts of the Teaching Staff, Non-teaching Staff, the Students as well as the Management. It is my pleasure to congratulate and thank all of them for the good work and achievements of St. Andrew's College.



## APPENDIX 35B

### ANNUAL REPORT – 2002-2003

The Annual Report provides us with an opportunity to look back at the past events, take stock of on-going and new ventures initiated in the college, as well as to record our gratitude to all those who helped the college to march ahead.

The total *strength* of the college has been growing each year. During the academic year 2002-2003 the total strength of the college stands at 2,140 students in the degree college including 536 students of the self-financing courses. However, it is not just the increasing numbers in our college that do us proud, we are also happy to state that we have been experiencing a qualitative improvement among the students who seek admission to our college.

As regards *academics*, the record speaks for itself. We are proud to state that for the academic year 2001-2002 and for the second consecutive year we achieved cent per cent results in the T.Y.B.A. Mumbai University exams as against the University's result of 84.84%. The highest marks were attained by Miss Merlyn Fernandes -- 72.83%, with the subject combination English-Psychology.

Our T.Y.B.Com. students were not far behind. The college result was 93.41% as against the University's 64.15%. Miss Sharleen Fernandes stood first with a percentage of 77.00%.

The year 2002 also was a watershed year for St. Andrew's College as our first batch of B.M.S. students graduated. To our delight we had a 100% result in this faculty as well. The student with the highest marks was Miss Dilpreet Beasley with a percentage of 77.5%.

While University exams have their importance in demonstrating that students have assimilated basic knowledge, St. Andrew's believes in a *holistic education* and therefore offers many activities which provide opportunities to students to explore their talents and widen their horizons.

Each of the departments in the Arts, Commerce, B.M.S., B.M.M. and B.Sc. (I.T.) faculties organized several co-curricular activities that enable students to get a better insight into topics in the syllabus as well as venture into topics beyond the prescribed university syllabus. The activities conducted include guest lectures, project presentations, seminars and field trips.

In addition, a *Career Fair* was organized to give our students a glimpse of the various career opportunities available to them. Eighteen prestigious institutions participated in this fair and provided both information and guidance to students. Two students, Miss Beryl D'Souza and Mr. Vijay D'Nold have also been short listed



for the Management Training Programme by the Taj Group of hotels. Our students have also been attending and participating in co-curricular activities organized by the University and other colleges.

Amongst our co-curricular activities, we have two activities that are unique to our college. The *Value Education* and the *Andrean Excellence Programme*. The Value Education Programme has always been stressed at St. Andrew's college and each student goes through three courses in Degree College, *Personality Development* at the First Year level, *Religion and Leadership* at the Second Year level and *Education for Life* at the Third Year level.

The Andrean Excellence Programme which was started in the academic year 1999-2000 and completed three years in 2001-2002, is a three year *Interdisciplinary Programme* which aims to widen student's horizons and give them opportunities to think, question and analyze issues whilst at the same develop communication and leadership skills. In 2002, the first batch of 15 B.A. students completed this course.

Last year we also formed an association "*Encounter*" to provide an opportunity to students to discuss and understand current problems and issues. It continues to attract a small but interested group of students.

Whilst realizing the importance of academics and self-actualization activities our students do not forget that they are part of a larger society that frequently needs them to share and give a part of themselves, their time, and their talents. Our college *N.S.S. Unit* works with two institutions, the St. Catherine's home for destitute children and the St. Stephen's Home for the destitute and the old. Other activities conducted include a blood donation drive and volunteering at the Mount Mary Annual Fair. During the October vacation a rural literacy camp was organized in two villages (Kotim & Dedalai) at Vangaon, Dahanu.

Under the *Andrean Outreach Programme* community service activities are organized. In this programme the students render service without expecting any additional rewards which are allotted by the University for other activities. Five Andreans went for a six day Camp in a very remote part of Gujarat. The camp was at Fulwadi in the Dharampur Taluka of the Valsad District in Gujarat.

*Extra Curricular Activities* have always been an integral part of activities in St. Andrew's College. We have organized several literary and other cultural activities including debates, quizzes, elocution, poetry and essay writing competitions and music talent contests.

Besides conducting inter-collegiate competitions we also encourage our students to participate in competitions organized by other colleges.

*In Tune - The Andrean Music Fest* completed six years and continues to attract musical talent in both western and Indian music from an increasing number of



for the Management Training Programme by the Taj Group of hotels. Our students have also been attending and participating in co-curricular activities organized by the University and other colleges.

Amongst our co-curricular activities, we have two activities that are unique to our college. The *Value Education* and the *Andrean Excellence Programme*. The Value Education Programme has always been stressed at St. Andrew's college and each student goes through three courses in Degree College, *Personality Development* at the First Year level, *Religion and Leadership* at the Second Year level and *Education for Life* at the Third Year level.

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colleges. *OLIO* - The Andrean Dramatics Competition which was established last year successfully entered its second year. The Dramatics Association also organized Theatre Workshops by Mr. Karl Mendes.

St. Andrew's College also organized intercollegiate *Elocution, Debating and Quiz Competitions*.

Our students have participated in and won prizes in various events, including singing, elocution, dramatics and fine arts at several college festivals, such as Malhar, Mood Indigo, etc..

Alfred Lee, T.Y.B.A. has done exceptionally well at debating competitions winning no less than four prizes at various intercollegiate debating competitions including winning the Best Speaker's Prize at the competition which secured the *Brabourne* trophy for St. Andrew's College for the second consecutive year. Priyanka Pathak T.Y.B.M.M. brought laurels to the college with her mono-acting. She has also won the Best actress award at the state level and has been selected for the all India level contest held by the All India Youth Urdu Academy.

Our Students' Council has also been very active organizing various programmes including the *Andrean Cultural Fete* and several special days to brighten and infuse some cheer into the routine functioning of the college.

At the college level our *Sports Calendar* started with inter-class competitions in carrom and chess followed by football and basketball.

We conducted our *Annual Sports Day* and *St. Andrew's Hockey Challenge Cup* in the month of December.

In *Athletics*, Farhan Khan T.Y.B.A. won a gold medal as well as *broke the existing 23 year old record* of former Olympian Adil Sumariwala in the 100 mts. event and was declared *the fastest man in Mumbai University*. He represented Mumbai University at the Inter University athletic meet where he won three gold medals in the 100 mts, 200 mts., and the 4 x 100 mts. relay events. He won the individual championship and was the Best Athlete of Maharashtra State. In the Y.M.C.A. Open State Athletic meet he once again broke an existing record. He also won three gold medals at the U/22 state athletic meet and was selected as the Individual Champion and Best Sportsman of the meet.

In *Basketball*, Mr. Siddarth Kapoor, T.Y.B.M.S. has been selected as a member of the Mumbai University team to play at the Inter University Tournament.

The College *Girls Basketball Team* secured the second place in Mumbai University, and Miss Martina Fernandes F.Y.B.Com. has been selected to play for the Mumbai University basketball team.



The College *Girls Football Team* was the champion at the University inter-collegiate tournament. Miss Rofina Mascarenhas F.Y.B.Com. has been selected vice-Captain of the Maharashtra team. Other members of the University team include Miss Merrill D'Souza F.Y.B.A., Miss Tisha Massey F.Y.B.Com. and Miss Lyncia Gonsalves F.Y.B.A.

The College *Women's Hockey Team* secured the second place in the Mumbai University Hockey tournament. Five girls Miss Martina Fernandes F.Y.B.Com., Miss Elizabeth Pereira F.Y.B.A., Miss Vanessa Netto F.Y.B.Com., Miss Veronica Santmayer F.Y.B.Com. and Miss Jennifer D'Abreo S.Y.B.Com. were selected for the Maharashtra team to play at the Jr. National level football tournament in Assam.

Besides academics, co-curricular and extra-curricular cultural and sporting activities St. Andrew's College provides counseling services for our students and a library that is increasingly being well stocked with books and other facilities. Among the more recent noteworthy events in college are the newly inaugurated fully equipped computer lab, the establishment of the second division of the B.M.S. course and the current ongoing construction of the fourth floor.

Our *Teaching Staff* keep themselves abreast of changes by attending Orientation and Refresher courses, seminars and workshops. They are also involved in research projects, writing and publishing articles.

In conclusion, it can be seen that there is never a dull moment in St. Andrew's College. All of these activities would not be possible without the active co-operation and support of the management, as well as the teaching staff, non-teaching staff and the students. My congratulations and gratitude to all of them for the all that has been done and achieved by St. Andrew's College.

## IN-HOUSE COMPETITION

### APPENDIX 36

#### Annual Western Music Talent Contest

The *Annual Western Music Talent Contest* is, and remains the most keenly awaited and contested event in the Andean calendar of activities.

The varied talents of our students in both instrumental and vocal music enable us to have competitions in the various categories. The categories include the following:

- I. Instrumental music:
  - A. Classical instrumental music – Solo performances
  - B. Non-Classical instrumental music – Acoustic instruments – Solo performances
  - C. Non-Classical instrumental music – Electronic instruments – Solo performances
- II. Vocals
  - A. Solo singing
  - B. Duo singing
  - C. Ensemble Singing

The contests were conducted on 3<sup>rd</sup> August 2001, on 6<sup>th</sup> August 2002 and 5<sup>th</sup> August 2003 respectively, in our very own hi-tech A.C. St. Andrew's Auditorium.

Besides the contest, which in itself is thrilling for the participants and audience, the audience particularly enjoyed the performances of our two in-house bands Litium and Addiction. The year 2003-2004 saw the addition of Karaoke singing and the emergence of two more bands Rakine and Sliver.

The event brings out the best of not just the musicians of our college but also gives the not so musically inclined students a chance to work at organization, administration, reception and security.



## **IN-HOUSE COMPETITION**

### **APPENDIX 37**

#### **THE ELOCUTION AND DEBATE CIRCLE**

The Elocution and Debate Circle has regularly organized elocution and debate events at the college and inter-college levels to provide our students a platform to express their views and to encourage the development of their speaking skills. At our annual inter-class elocution and inter-faculty debates, students have been offered a wide range of interesting and relevant topics pertaining to issues on women, language, youth, environment, media and issues of social and political concern. Our topics for the year 2001-02 were : 'Ten Commandments for Today', 'Yeh Dil Maange More', 'English is a Funny Language' and 'Who Needs Values?'.  
*The challenging Andrew Ques is among the most widely anticipated events in the*

Our inter-faculty debate witnessed a clash of wits between four faculties – Arts, Commerce, BMM and BMS. The topic for our Inter- Faculty Debate was 'War is the Only Solution to End Terrorism'.  
*Students could take the questions under*

In the year 2002-03, our repertoire of themes included topics such as 'Life in 2050', 'I would have Migrated but....', 'Faults are the Easiest Things to Find in Others' and 'Modern Ethics for Modern People'.  
*Students could take the questions under*

This year our inter-faculty debate competition included the B.Sc.IT stream in addition to the other four faculties. The five teams debated on the theme 'Is Research on Cloning Ethical?'  
*The BMS team walked away*

In the year 2003-04, our participants waxed eloquent on a range of topics such as 'Ignorance is Bliss', 'It Happens Only in India', 'The Funny Side of Indian Politics', 'Salaam Mumbai' and 'The Joys and Woes of the 21<sup>st</sup> Century Teenager'.  
*The BMS team walked away*



## IN-HOUSE COMPETITION

### APPENDIX 38

#### THE ANDREAN QUIZ CLUB

The challenging Andrean Quiz is among the most eagerly anticipated events in the Andrean extra-curricular calendar. Started in 1987-88, the objective of the Andrean Quiz Club is to whet the students' appetite for knowledge and to encourage healthy competition. The students are quizzed on a diverse range of subjects, be it corporate scandals or terrorist attacks, cutting edge technology or ancient tribal practices.

The activities of the year begin with a written preliminary round held in September. This is followed by the inter-faculty quiz contest to select the winning team that would represent St. Andrew's at the Cardinal Pimenta Intercollegiate Quiz Competition.

An interesting innovation that has been tried is the A<sup>2</sup>Q (an acronym for Andrean Annual Quiz), a weekly affair where five challenging questions would be displayed on the Notice Board on a chosen theme. Students could take the questions home, ponder, discuss and consult and come up with the answer within a week. The student collecting the highest number of points over 10 weeks would be crowned the 'Andrean Quizzer of the Year'.

The activities of the Andrean Quiz club for 2001-2002 started with a written elimination round in the month of September 2001. This was followed by an inter-faculty quiz competition in the month of November. The rounds of questions ranged from Info-fun to Bio technology to Geography. The BMS team walked away with the first prize and earned the privilege of representing St. Andrew's at the inter-collegiate quiz.

The Quiz schedule for the year 2002 - 2003 began with a written elimination round in the month of September. In a departure from the earlier practice of having an inter class quiz competition, six winners of the elimination round were allowed to make their own teams for the final quiz. The annual quiz contest held in December saw the team representing T.Y.B.M.S and T.Y.B.A emerge as winners. This team went on to represent St. Andrew's College at the intercollegiate quiz.

The theme for the interfaculty Quiz held on 20, September 2003 was 'Yeh Mera India'. There was an overwhelming response of 27 participants, each division represented by 3 enthusiastic representatives. There were 9 topics including 'The Aware Citizens', 'Go Places', 'Small is Beautiful', 'Techno march', and 'Sporting Encounters'. The participants picked up topics on the basis of lots. A large group of enthusiastic spectators cheered the participants. So close was the fight that winners had to be decided on the basis of a tie-breaker Round.



# INTER-COLLEGIATE COMPETITION

## APPENDIX 39

### QUIZ COMPETITION

St Andrews' Intercollegiate quiz for the coveted Cardinal Pimenta Trophy is held every year in the month of December/January. Since its inception in 1989-90, it has been bringing together the best minds from classrooms across Mumbai. The objective of the intercollegiate quiz is to expose the Andreans to the challenges of competition from the across Mumbai and gain knowledge the fun way. Students answer questions on a variety of subjects, some serious and others, whacky.

It has been our endeavour to continuously innovate and introduce new formats and themes every year. Over the years, the more conventional themes have inevitably yielded place to exciting new ones, whether on cutting edge technology or changing nuances of the English language. Through all the innovations and variations, music, films and sports have remained eternal favourites. A well-fought buzzer round has invariably added an element of excitement and surprise, often turning winners into losers, the hitherto unfancied dark horse into the day's hero.

The Intercollegiate quiz for the year 2001-02 was held in the month of January 2002. After several challenging rounds of quizzing, Mithibai College walked away with the Cardinal Pimenta Trophy. St Andrew's College was placed in the second position and Narsee Monjee College won the third prize.

The inter collegiate quiz for 2002-2003 was held in the month of January 2003. Students answered questions on a range of subjects-from India's military prowess to Osama Bin Laden. The quiz comprised of seven rounds which were followed by an exciting buzzer round that tilted the day in favour of M.M.K College which walked away with the coveted cup and individual cash prizes. St. Andrews' and Chetana College were placed in the second and third position respectively.

#### Cardinal Pimenta Trophy

Results	2001-02	2002-03
First place	Mithibai College	M.M.K. College
Second place	St. Andrew's College	St. Andrew's College
Third place	Narsee Monjee College	Chetana College

## INTER-COLLEGIATE COMPETITION

### APPENDIX 40

#### DEBATE AND ELOCUTION COMPETITIONS

The Inter-College Elocution Competition was started in the year 1993-94 with the aim of providing our students a platform to demonstrate and develop their speaking prowess on the inter-college front. In the year 2001-02, our inter-college competition included colleges like Mithibai College, M.V.L.U College, Chinai College and N.M.College. The *Principal Lilla D'Souza Inter-Collegiate Trophy* for this year was awarded to Mithibai College while the 'Best Team' award was won by our college.

The Inter-College Debate Competition was instituted in the year 1988-89 with the aim of inculcating a competitive spirit amongst students in the field of public speaking. Winners of this event were to be rewarded with the prestigious *Jawaharlal Nehru Birth Centenary Trophy*.

The topic selected for the debate this year (2002-03) was 'The media incites more than it informs'. Four teams including N.M College, M.M.K.College, Mithibai College and St.Andrew's College attended the debate. Our college team did us proud by winning the first prize and the coveted trophy.

Principal Lilla D'Souza Inter-Collegiate Trophy (Elocution) #  
and

Jawaharlal Nehru Birth Centenary Trophy \*

Results	2001-02 #	2002-03 *
Winner	Mithibai College	St. Andrew's College
Best Team	St. Andrew's College	-



## INTER-COLLEGIATE COMPETITION

### APPENDIX 41

#### IN TUNE – THE ANDREAN MUSIC FEST

Known in Mumbai as the college with abundant musical talent, St. Andrew's College instituted an Inter-Collegiate Musical Talent Contest during the academic year 1997-1998 named *IN TUNE*. Named *IN TUNE* the contest was inaugurated as an Inter-Collegiate Western Music Talent Contest.

*IN TUNE* stands apart from other college fests with its single-minded dedication to promoting the love for music as well as encouraging youngsters to continue to hone their musical skills. It provides a common platform for students from various colleges to perform, compete with and interact with musicians from other colleges.

In its very first year, there was keen competition in seven categories both instrumental and vocal with eight colleges enthusiastically participating and vying for the prizes in the various categories as well as the winner's trophy.

*IN TUNE* entered its fifth year in 2001-2002. It was rechristened *IN TUNE – THE ANDREAN MUSIC FEST*. The scope of *IN TUNE* was widened to include Indian music categories both instrumental and vocal. Keeping up with the times, we established separate categories for acoustic instrumental music and electronic music categories. We also provided a platform for a young up coming jazz band 'LEXUS' to perform during the interval. This year, we had a record number of 21 colleges participating in various categories.

Under Western Music, the various categories established include the following:

- I. Instrumental Music:
  - A. Classical instrumental music – Solo
  - B. Classical instrumental music – Duo
  - C. Non- Classical instrumental music – Acoustic instruments - Solo
  - D. Non- Classical instrumental music – Electronic instruments – Solo
  - E. Non- Classical instrumental music – Ensemble (Bands)
- II. Vocals
  - A. Solo Singing
  - B. Duo Singing
  - C. Ensemble Singing



Under Indian Music, the various categories established include the following:

- A. Instrumental music: Light classical music – either Hindustani or Carnatic style
- B. Light Hindustani Vocal Music

The judges have always been music professionals. There are *Certificates and Cash Prizes* for the winners in each of the categories and a *Trophy* for the college with the highest aggregate as well as a trophy for the runners up for both Western and Indian Music categories.

As far as the Andreans themselves are concerned, *IN TUNE* is their very *Own College\_Fest*. It provides them with an opportunity to work at something very different from the routine college activities.

The academic year 2002-03 saw 20 colleges participating and 2003-04 had 25 colleges from all over Mumbai vying for a place in the finals. "Quaver" the Mascot for *IN TUNE* was introduced this year.

#### Results

Results/Category	2001-02	2002-03
<i>Western Music</i>		
Winner	St. Andrew's College	St. Andrew's College
Runners-Up	St. Xavier's College	Ruia College and Sophia College
<i>Indian Music</i>		
Winner	St. Xavier's College	Ruia College
Runners-Up	L.S. Raheja College	St. Andrew's College



## INTER-COLLEGIATE COMPETITION

### APPENDIX 42

#### Dramatrix – The Drama Club

*The Andrean Drama Club – “Dramatrix”*, consists of student representatives from the Arts, Commerce, as well as the B.M.M, B.M.S, and B.Sc.(IT) faculty. The Club provides for students an excellent opportunity to enhance their theatrical talent, oratory skills and a sense of stage presentation.

In the year 2001-2002 and 2002-2003, over 40 students participated in a workshop conducted by theatre professional Mr. Karl Mendes. Mr. Mendes conducted weekly sessions over the entire academic terms. The students were taken through classes in Voice Modulation, Use of Space, Stage sense, & Monologues. Having honed their drama skills some of them went on to participate in the Inter-Collegiate Dramatics Competition organised by our college.

The highlight of the year, 2001-2002 was the organising of *OLIO*, St. Andrew's first venture into hosting an Inter-Collegiate English Dramatics competition on 9<sup>th</sup> September. *OLIO* implies, “A programme with skills, musical intervals and a backdrop”. St. Andrews College entry “The Journey”, a hilarious representation of a push-shove-pull train ride from Bandra to Churchgate emerged a clear winner. *OLIO*'s theme in its inaugural year was “*Masquerade*”.

In its second year 2002-2003 the theme was “*The Colours of Emotions*”. The audience were taken through the many representative colours of life, like - Red, the colour of love(and Danger), Green, the colour of Envy and Purple, the colour of Passion, which came through, in the event build-up, security and comperes. The Andrean play “*Crookshetra 2002*” emerged winner from the four finalists.

Drama workshops continued to be the need and essence for enhancing theatre skills and stage performance. Hence, this year, 2003-04, Dramatrix Club organized two free workshops courtesy the Asian Acting Academy. National School of Drama graduate, Ashok Bhatia took over two hour sessions with a bunch of enthusiastic Andreans. For the first time this year the dramatically inclined members of the club tied up with the Gender Issue Cell to experiment with a ‘street’ play with a difference. The venue was on the campus, right by the canteen during the college break, and the issue being highlighted was ‘fundamental rights’.

‘*Mumbai Masala*’ being this year's theme took the audience through skits between the final plays, that reflected the characters, sights and sounds that truly encapsulates the flavours of Mumbai. The Andrean play “*Ticket Bola*” was voted the best by the judges.

## INTER-COLLEGIATE COMPETITION

### Winners

Category	2001-02	2002-03
Best Play	St. Andrew's College	St. Andrew's College
Best Actor	K.C. College	K.C. College
Best Actress	St. Xavier's College	St. Xavier's College
Best Director	St. Andrew's College	St. Andrew's College
Best Lighting & Sound	St. Andrew's College	St. Andrew's College
Best Supporting Actor	St. Andrew's College	St. Xavier's College
Best Supporting Actress	St. Andrew's College	K.C. College

It was observed that the Junior and Senior Colleges do not have enough opportunities to promote their skills in Hockey, which is India's traditional game.

Many budding Hockey players in Malabar got early as there was only one Hockey Tournament for the Senior College. Taking this into consideration, we at St. Andrew's College decided to conduct the "St. Andrew's Inter-Collegiate Challenge Hockey Tournament" for boys. The idea was initiated into action in the year 1978.

The highlight of this tournament is that we do not charge any entry/participation fees. On the contrary, the college provides snacks for the players at every match.

In the first year, eight boys' teams and an equal number of girls' teams participated. This tournament is growing in popularity among the colleges due to which, in the year 2002, the number of colleges participating increased to ten boys' teams and 14 girls' teams. We are now looking forward to make this tournament wider in coverage.

Cash prizes and mementoes are awarded to the Winners and Runners Up since 2002. The winning team is given Rs.2500 plus a kit bag. The runners-up is given Rs.1500 plus a hockey stick case.

#### Results

Year	Results	Boys	Girls
2001-2002	Winners	K.C. College	St. Xavier's College
	Runners Up	St. Andrew's College	St. Andrew's College
2002-2003	Winners	St. Xavier's College	St. Xavier's College
	Runners Up	St. Andrew's College	St. Xavier's College



## INTER-COLLEGIATE COMPETITION

### APPENDIX 43

#### ST. ANDREW'S INTER-COLLEGIATE CHALLENGE HOCKEY TOURNAMENT

Our College has been in the forefront in Hockey at the University level for a number of years. As the city of Mumbai conducts many Hockey Tournaments at the school level, it was observed that the Junior and Senior Colleges do not have enough opportunities to promote their skills in Hockey, which is India's traditional game.

Many budding Hockey players in Mumbai go astray as there was only one Hockey Tournament for the Senior College. Taking this into consideration, we at St. Andrew's College decided to conduct the "*St. Andrew's Inter-Collegiate Challenge Hockey Tournament*" for boys. The idea was translated into action in the year 1998.

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#### Results

Year	Results	Boys	Girls
2001-2002			
	Winners	Rizvi College	Khalsa College
	Runners-Up	St. Andrew's College	St. Andrew's College
2002-2003			
	Winners	Rizvi College	Khalsa College
	Runners-Up	St. Andrew's College	Durello Convent

## APPENDIX 44

### STUDENTS WHO HAVE WON LAURELS FOR ST. ANDREW'S COLLEGE

#### List of Prize Winners at other Inter-collegiate Competitions

2001- 2002

Name of Festival	Name of Event	Name of Participants	Position of Winners
Umang (N M College)	Beauty Pageant Winner	Mahalequa Mohseni – SYBA	1 <sup>st</sup> place
	Instrumental	Kay D'souza - FYBA	1 <sup>st</sup> place
	Solo Singing	Nigel Shaw - TYB.Com	1 <sup>st</sup> place
	Group Singing	Nigel Shaw, Sheldon Lobo, Parikshit Rao, Damien Fernandes, Rahul Fonseca, Karl Sequeria.	1 <sup>st</sup> place
Kiran (K.C.College)	Personality	Samantha Serrao -TYBMS	Ms Kiran01
	Solo Singing	Tanya Sequeria -SYBA	1 <sup>st</sup> place
	Duo Singing	Tanya Lobo, Tanya Sequeria	1 <sup>st</sup> place
	Group Dancing	Devang Kapadia, Aslam Shaikh, Sunil Kumar, Sarfaraz Sheikh, Vinita Solanki, Hashmin Currimbhai, Pooja Shetty, Gretter. M.	2 <sup>nd</sup> place
	Diary Writing	Alfred Lee – SYBA	1 <sup>st</sup> place
	Poetry Writing	Alfred Lee – SYBA	1 <sup>st</sup> place
DIVA (Sydenham College)	Fashion Show	Louis – SYBA	Best Male Model
		Mahalequa Mohseni – SYBA	Best Female Model
Jashn – e –Rizvi (Rizvi College)	Mono acting	Priyanka Pathale –SYBMM	1 <sup>st</sup> place



UNIVERSITY	Group Singing	Gerald Martins, Ryan Agnelo, Jacob Jackson, Nazareth Crispian	2 <sup>nd</sup> place
	Collage	Gerald Martins – TYBA	1 <sup>st</sup> place
Malhar (St Xavier's College)	Group Singing	Sheldon & group	1 <sup>st</sup> place
	Western Photography		1 <sup>st</sup> place
Intercollegiate Competition of History (National College)	Monuments of India	Gerald Martins & group -TYBA	1 <sup>st</sup> place
St Xavier's College (Heras Institute)History Research	Methodology Programme	Ronette Gonsalves, Gerald Martins, Rovina Carvalho, Charmaine Pereira.	3 <sup>rd</sup> place
Kaleidoscope (Sophia College)	Group Singing (Western)	Nigel Shaw, Sheldon Lobo, Parikshit, Damian Fernandes, Rahul Kael.	1 <sup>st</sup> place
	Solo Singing	Tanya Sequeira - SYBA	1 <sup>st</sup> place
Chinai College	Inter-college elocution contest	Alfred Lee	1 <sup>st</sup> place
Ismail Yusuf College	Elocution	Alfred Lee & Gerald Martins	Brabourne Trophy

### 2002-2003

Name of Festival	Name of Event	Name of Participants	Position of Winners
Umang (NM College of Commerce & Science)	Dressmaking	Rebecca Vaz	1 <sup>st</sup> place
	Mock Stock Exchange	Rudolph Maelzer & Michelle Simoes	1 <sup>st</sup> place
	Solo Instrumental	Burzin Daroga	1 <sup>st</sup> place
	Group Singing	Damian Fernandes, Parikshit Rao, Regan Creado, Rahul Fonseca	1 <sup>st</sup> place
	Radio Play	Damian Fernandes, Samuel Barsey	2 <sup>nd</sup> place
	Adonis & Aphrodite	Sarah	3 <sup>rd</sup> place

	Mono acting	Priyanka Pathak	2 <sup>nd</sup> place
	Elocution (Hindi)	Mayank Badola	3 <sup>rd</sup> place
Malhar (St Xavier's College)	Group Singing	Damian Fernandes, Parikshit Rao, Regan Creado	1 <sup>st</sup> place
	Solo Non-Classical Instrumental	Regan Creado	1 <sup>st</sup> place
KSHITIJ 2002 (Mithibai College)	Solo Singing	Sheldon Lobo	1 <sup>st</sup> place
	Group Singing	Sheldon Lobo, Regan Creado, Parikshit Rao, Rahul Fonseca	1 <sup>st</sup> place
	Group Singing	Aneesha Reuben, Tanya Sequeira, Alfred Lee, Georgiana Rozario, Minelli	2 <sup>nd</sup> place
	JAM	Alfred Lee	1 <sup>st</sup> place
	Jukebox Antakshari	Alfred Lee & Jennifer Fernandes	1 <sup>st</sup> place
FANTASIES (S.I.E.S College)	T-Shirt Painting	Delwyn Remedios	1 <sup>st</sup> place
	Radio Jockey	James Cornelious]	1 <sup>st</sup> place
	Football Fantasy	Shreenath Pillai & Manuel D'Costa	1 <sup>st</sup> place
	Rink Football	Clive Rodrigues, Serin Panikar, Ivan Soans, Shannon Rodrigues, Leroy Nevis	2 <sup>nd</sup> place
BROUHAHA (Sydenham College)	Spin-a-yarn (Poetry Writing)	Aloysius Lobo	
Mood Indigo (I.I.T. Powai)	Western Group Vocals	Damian Fernandes, Parikshit Rao, Sheldon Lobo, Regan Creado, Rahul Fonseca	1 <sup>st</sup> place
	Dramatics (English) 'Crookshetra'	Anand Tiwari, Samuel Barsey, Rodlie D'souza, Karina Mendonca, Rahul Fonseca, Mrinalini Morris, Pierre Timmins, Mamrota Khanna Anand Tiwari, Samuel Barsey, Rodlie	2 <sup>nd</sup> place



	Radio Play	D'souza, Karina Mendonca, Damian Fernandes, Christopher Menezes	2 <sup>nd</sup> place
Royal College	Inter-college debate contest	Rossiani Pinto & Cherylann Carvalho Rossiani Pinto	2 <sup>nd</sup> place Best Speaker
Ismail Yusuf College	Inter-college debate	St Andrew's College (Best Team) Alfred Lee & Llewellyn D'souza	Brabourne Trophy Best Speaker

### 2003-2004

Name of Festival	Name of Event	Name of Participants	Position of Winners
Malhar (St. Xavier's)	Duo Singing	Rahul Fonseca (TYBA) Damian Fernandes (TYBScIT)	2 <sup>nd</sup> prize
	Street Dance	Lilian Mendes (SYBCom) Malcolm Mascarenhas (SYBCom) Serin Panicker (SYBCom) Pooja Shetty (TYBMM) Jacinta D'Almeida (SYBCom) Erica Gomes (SYBCom) Lionel Correa (FYBMS) Lenroy Nevis (TYBCom) Elvin Mendes (FYBMM)	2 <sup>nd</sup> Prize
	Fine Arts		2 <sup>nd</sup> prize
	Miss Malhar '03	Mignonne Fernandes	Awarded as Miss Malhar
	Scanning Portrait	Farnaz Hamil (SYBA)	1 <sup>st</sup> Prize
Umang '03 N.M. College	Mono Acting	Samuel Barsey (TYBScIT)	2 <sup>nd</sup> Prize
	Fashion Show	Ashutosh Rungta Siddharth Kher Kevin Fialho Henal Kisani Milicent Wilson Panna Rajkumar Zaebisha Krishnan Ayesha Menezes	3 <sup>rd</sup> prize
Kiran '03	Solo Singing	Elton Vessoaker (SYBA)	1 <sup>st</sup> prize
K.C. College	Plate making	Delwyn Remedios	3 <sup>rd</sup> prize

	Fashion Show	Harsheen Bharara (TYBMS) Renuka D'Mello (SYBMS) Ashutosh Rungta (") Ajaz Ahmed (SYBCom) Varun Nangia (FYBMS) Neha Malik (FYBMS) Henal Kisani (") Milliscent Wilson (")	1 <sup>st</sup> prize
	Marathon	Daljit Saathi (FYBCom) Leon Menezes (") Leonid (SYBCom) Osmind Gracias (FYBCom) Gerald D'Silva (") Jardin Martins (")	6 <sup>th</sup> place
Kaleidoscope '03	Mr. Kaleidoscope	Juneston Mathana SYBMM	1 <sup>st</sup> Prize
	Ms. Kaleidoscope	Sabina Lama TYBMM	
	Right Here Right Now (Solo Singing) Category A	Elton Steve Vessoaker SYBA	3 <sup>rd</sup> Prize 1 <sup>st</sup> prize 3 <sup>rd</sup> prize
	Right Here Right Now (Solo Singing) Category B	Alwin Ferrao TYBCom Akshay Vihil SYBCom Sreenath R. Pillai SYBCom Fabian Pinto FYBMM	1 <sup>st</sup> prize
	Face painting	Delwyn Remedios FYBMM Vilsen Gonsalves SYBMM	



# LIFE AT ST. ANDREW'S



**ST.ANDREW'S FEAST**



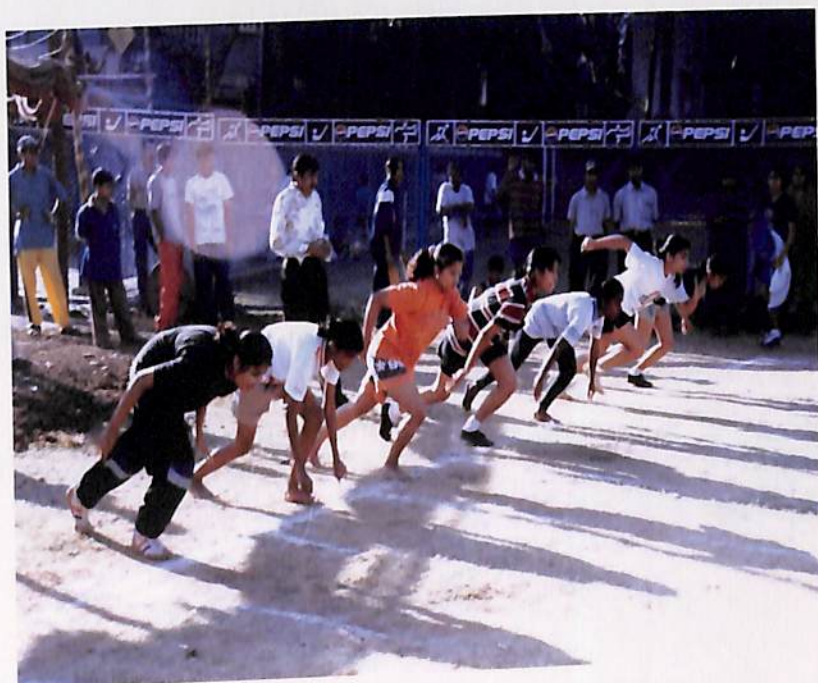
**IN-TUNE**



**THE N.S.S. RURAL CAMP**



**OLIO**



**ANNUAL ATHLETIC MEET**



**Dr. Sule**  
**Chairperson Board of Studies of Economics,**  
**inaugurating the Economics Workshop.**





**Gender Issue Cell**



**Inter- Class  
Volleyball**



**Annual Prize  
Distribution**



**Inter - Religious  
Dialogue**





**HOCKEY CHALLENGE CUP**



**CAREER FAIR**



**ANDREAN FETE**



Andrew, Curre